Quick Quote

Buyer User Guide

06/17/2010

Version 11

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TABLE OF CONTENTS

GETTING STARTED 1
- LOG IN 2
- VIEW QUICK QUOTE REQUESTS 2
  - *Current Request List 3*
  - *Past Request List 4*
  - *Request by buysenseOrg List 5*

CREATE A REQUEST 6
- REQUEST HEADER INFORMATION 6
- ITEM MANAGEMENT 12
  - *Request Item 13*
- ADD NIGP CODES 17
- VENDOR LIST 19
  - *Add Ad Hoc Vendors 20*
  - *Deselecting Vendors 22*
- VENDOR NOTIFICATION 23
  - *Printing the Vendor Notification List 23*
- REQUEST REVIEW 23
- QUICK QUOTE REQUEST COMPLETE 25
- ADD VENDOR TO AN *ISSUED* REQUEST 27
- COPY A QUICK QUOTE REQUEST 28
- CANCEL AND REISSUE A QUICK QUOTE REQUEST 30
- CANCEL OR DELETE A QUICK QUOTE REQUEST 33

VENDOR RESPONSES 35
- MULTIPLE RESPONSES FROM THE SAME VENDOR 35
- VENDOR CHANGES 35
- PAPER RESPONSES 35

RESPONSE EVALUATION 41
- VIEW RESPONSES BEFORE A REQUEST CLOSES 41
  - *Download Responses 43*
- EVALUATE RESPONSES 44
- NO AWARD AND REISSUE A QUICK QUOTE REQUEST 44
  - *Evaluate Request 49*
  - *Evaluation 64*

EVALUATE A REQUEST 67
- EVALUATION REVIEW 67
- REQUISITION GENERATED IN EMALL 69
- AWARD COMPLETION 69
- EMALL REQUISITION CREATION 69
- SUBMIT EMALL REQUISITION 72
- RE-AWARDING A REQUEST 72
- EVALUATION HISTORY 72

Bid Tabulation Summary Page..73
Evaluate Request Page...75

GETTING STARTED

The Quick Quote application is a mechanism for you and other buyers in the Commonwealth of Virginia (COVA) to generate informal solicitations in an ad hoc format. Quick Quote fills the void between the role that the eVA eMall plays in fulfilling simple catalog ordering and the role that eProcurement plays in providing a full-featured bid and solicitation generation and response tool.

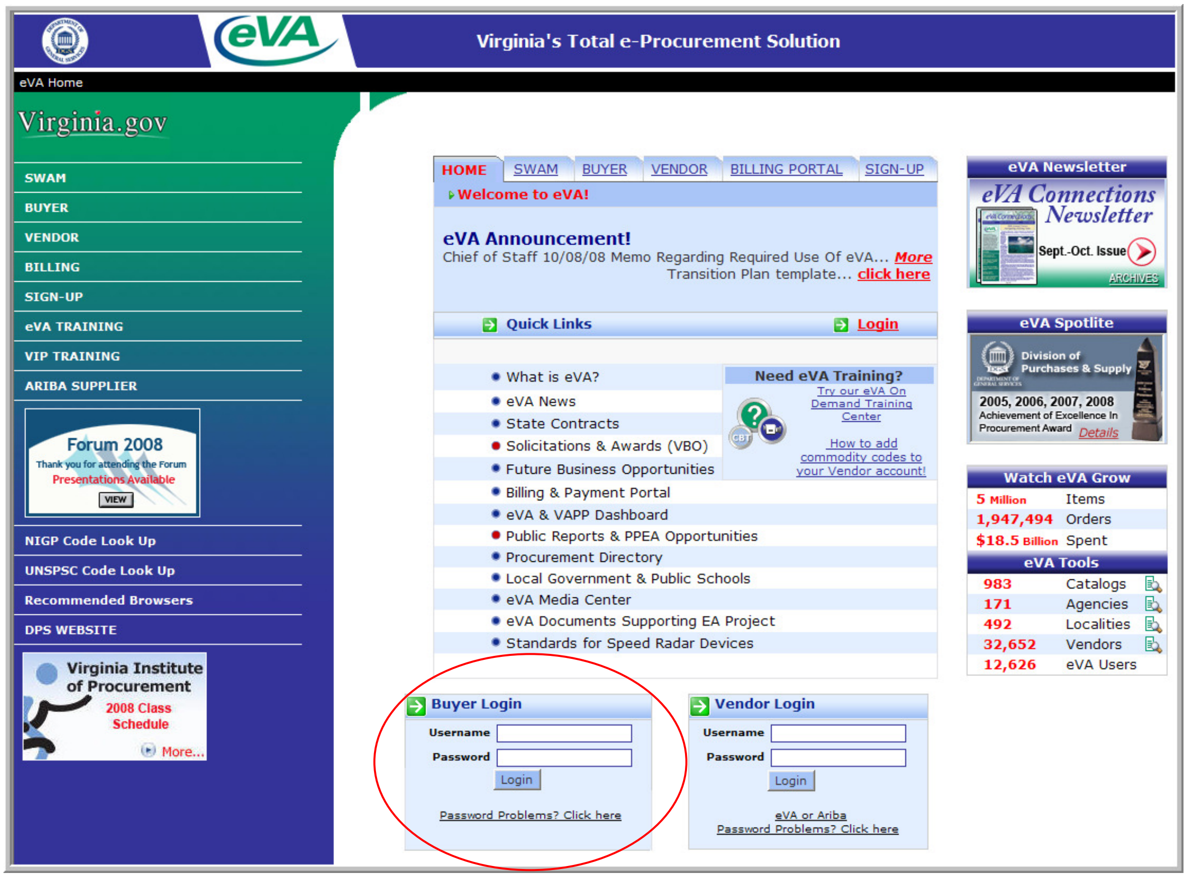
Quick Quote uses eight steps to carry out an acquisition.

- Creating the Quick Quote request
- Selecting vendors
- Submitting the Quick Quote request
- Vendor responding to the Quick Quote request
- Evaluating the Quick Quote responses
- Awarding items to vendors
- Creating the requisition in the eMall
- Submitting the eMall requisition

Log In

Follow the steps below to access Quick Quote for the first time:

1. Open your Web browser, enter the URL http://eva.virginia.gov into the address line, and press **Enter**.
2. Enter your User ID (Username) and password in the Buyer Login section.


eVA
Virginia's Total e-Procurement Solution
eVA Home
Virginia.gov
SWAM
BUYER
VENDOR
BILLING
SIGN-UP
eVA TRAINING
VIP TRAINING
ARIBA SUPPLIER
Forum 2008
Thank you for attending the Forum
Presentations Available
VIEW
NIGP Code Look Up
UNSPSC Code Look Up
Recommended Browsers
DPS WEBSITE
Virginia Institute of Procurement
2008 Class Schedule
More...
HOME
SWAM
BUYER
VENDOR
BILLING PORTAL
SIGN-UP
Welcome to eVA!
Quick Links
Login
What is eVA?
eVA News
State Contracts
Solicitations & Awards (VBO)
Future Business Opportunities
Billing & Payment Portal
eVA & VAPP Dashboard
Public Reports & PPEA Opportunities
Procurement Directory
Local Government & Public Schools
eVA Media Center
eVA Documents Supporting EA Project
Standards for Speed Radar Devices
Need eVA Training?
Try our eVA On Demand Training Center
How to add commodity codes to your Vendor account!
Buyer Login
Username
Password
Login
Password Problems? Click here
Vendor Login
Username
Password
Login
eVA or Ariba
Password Problems? Click here
eVA Newsletter
eVA Connections Newsletter
Sept.-Oct. Issue
ARCHIVES
eVA Spotlite
Division of Purchases & Supply
Details
Watch eVA Grow
eVA Tools

eVA Announcement!

Chief of Staff 10/08/08 Memo Regarding Required Use Of eVA... More

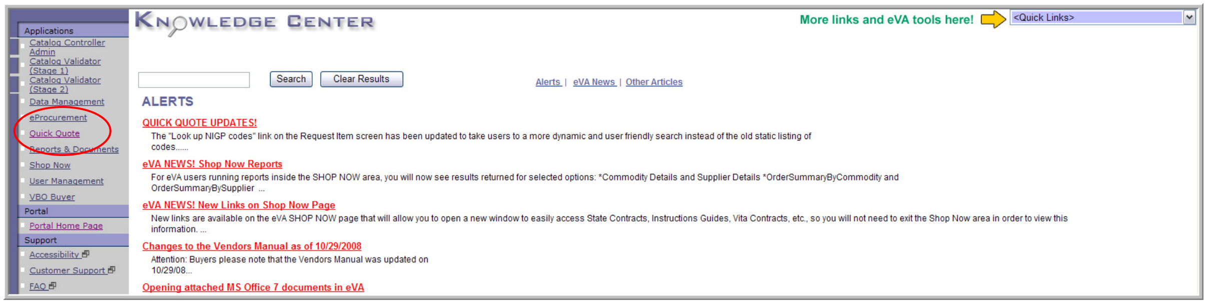
Transition Plan template... click here

2005, 2006, 2007, 2008 Achievement of Excellence In Procurement Award

5 Million	Items
1,947,494	Orders
$18.5 Billion	Spent

983	Catalogs
171	Agencies
492	Localities
32,652	Vendors
12,626	eVA Users

3. At the Secure Portal, click the **Quick Quote** link in the left menu to enter the Quick Quote application. (If the Quick Quote link is not visible, contact your Purchasing or Materials Management Department.)


Applications
Catalog Controller Admin
Catalog Validator (Stage 1)
Catalog Validator (Stage 2)
Data Management
eProcurement
Quick Quote
Reports & Documents
Shop Now
User Management
VBO Buyer
Portal
Portal Home Page
Support
Accessibility
Customer Support
FAQ
KNOWLEDGE CENTER
More links and eVA tools here!
<Quick Links>
Search
Clear Results
Alerts | eVA News | Other Articles

ALERTS

QUICK QUOTE UPDATES!

The "Look up NIGP codes" link on the Request Item screen has been updated to take users to a more dynamic and user friendly search instead of the old static listing of codes......

eVA NEWS! Shop Now Reports

For eVA users running reports inside the SHOP NOW area, you will now see results returned for selected options: *Commodity Details and Supplier Details *OrderSummaryByCommodity and OrderSummaryBySupplier ...

eVA NEWS! New Links on Shop Now Page

New links are available on the eVA SHOP NOW page that will allow you to open a new window to easily access State Contracts, Instructions Guides, Vita Contracts, etc., so you will not need to exit the Shop Now area in order to view this information. ...

Changes to the Vendors Manual as of 10/29/2008

Attention: Buyers please note that the Vendors Manual was updated on 10/29/08...

Opening attached MS Office 7 documents in eVA

View Quick Quote Requests

There are three places where you can view Quick Quote requests:

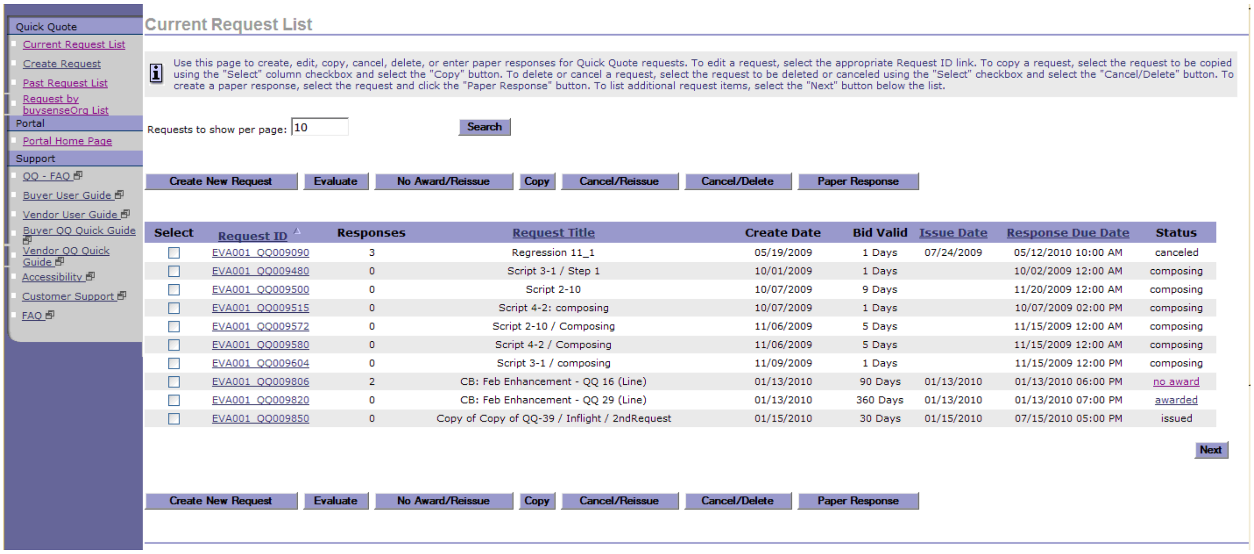
- Current Request List

- Past Request List
- Request by buysenseOrg List

Current Request List

The main Quick Quote page contains a list of requests where the Bid Valid period has not elapsed. The Bid Valid period is the number of days from the Response Due Date that the vendor quotes must be valid.

Each row on the Current Request List displays the Quick Quote request ID, the number of Responses, Request Title, Create Date, Bid Valid period, Issue Date, Response Due Date, and Status.



Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ009090	3	Regression 11_1	05/19/2009	1 Days	07/24/2009	05/12/2010 10:00 AM	canceled
☐	EVA001_QQ009480	0	Script 3-1 / Step 1	10/01/2009	1 Days		10/02/2009 12:00 AM	composing
☐	EVA001_QQ009500	0	Script 2-10	10/07/2009	9 Days		11/20/2009 12:00 AM	composing
☐	EVA001_QQ009515	0	Script 4-2: composing	10/07/2009	1 Days		10/07/2009 02:00 PM	composing
☐	EVA001_QQ009572	0	Script 2-10 / Composing	11/06/2009	5 Days		11/15/2009 12:00 AM	composing
☐	EVA001_QQ009580	0	Script 4-2 / Composing	11/06/2009	5 Days		11/15/2009 12:00 AM	composing
☐	EVA001_QQ009604	0	Script 3-1 / composing	11/09/2009	1 Days		11/15/2009 12:00 PM	composing
☐	EVA001_QQ009806	2	CB: Feb Enhancement - QQ 16 (Line)	01/13/2010	90 Days	01/13/2010	01/13/2010 06:00 PM	no award
☐	EVA001_QQ009820	0	CB: Feb Enhancement - QQ 29 (Line)	01/13/2010	360 Days	01/13/2010	01/13/2010 07:00 PM	awarded
☐	EVA001_QQ009850	0	Copy of Copy of QQ-39 / Inflight / 2ndRequest	01/15/2010	30 Days	01/15/2010	07/15/2010 05:00 PM	issued

There are seven statuses for current requests:

Status	Definition
composing	The request has been created but not submitted.
issued	The request has been submitted but the response due date has not passed. You can view vendor responses if there are any.
closed	The response due date for the request has passed. You can evaluate and award responses if there are any.
canceled	An issued request that was canceled.
bids opened	▪ The request is in *closed* status and you selected the Publish Bid Tabulation check box so that vendors can view all responses. You can evaluate and award responses if there are any. Or ▪ You have evaluated at least one line item on the request.
awarded	You have selected the Set Status to Awarded check box on the Evaluation to manually update the request status to *awarded*. You can continue to evaluate and award responses, and publish bid tabulation information.
no award	You have set all lines to *no award* or set all previously awarded lines to *no award* without awarding any lines.

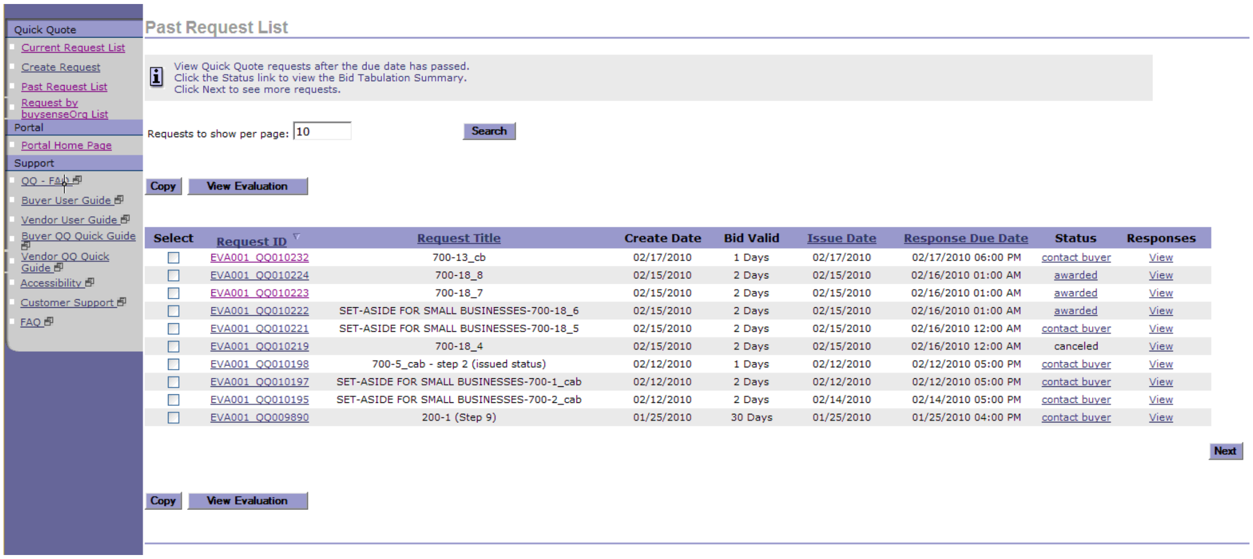
Requests are displayed in the order of the Request IDs, from oldest to newest. You can change the number of requests to show per page by entering a number in the Requests to show per page: text box and clicking **Search**.

If there are more requests than what you see on the page, you can navigate through the list using the **Next** and **Previous** buttons.

Click a sortable column heading (Request ID, Request Title, Issue Date, or Response Due Date) to change the sort order. The current sort is shown with an up or down arrow beside the column heading. Select the same column to reverse the sort (ascending to descending).

Past Request List

After the Bid Valid period (Close Date plus Bid Valid days) has elapsed, the Quick Quote request moves to the Past Request List. Each row displays the Request ID, Request Title, Create Date, Bid Valid, Issue Date, Response Due Date, Status, and Responses.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ

Past Request List

View Quick Quote requests after the due date has passed.
Click the Status link to view the Bid Tabulation Summary.
Click Next to see more requests.

Requests to show per page: 10

Search
Copy
View Evaluation

Select	Request ID	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status	Responses
☐	EVA001_QQ010232	700-13_cb	02/17/2010	1 Days	02/17/2010	02/17/2010 06:00 PM	contact buyer	View
☐	EVA001_QQ010224	700-18_8	02/15/2010	2 Days	02/15/2010	02/16/2010 01:00 AM	awarded	View
☐	EVA001_QQ010223	700-18_7	02/15/2010	2 Days	02/15/2010	02/16/2010 01:00 AM	awarded	View
☐	EVA001_QQ010222	SET-ASIDE FOR SMALL BUSINESSES-700-18_6	02/15/2010	2 Days	02/15/2010	02/16/2010 01:00 AM	awarded	View
☐	EVA001_QQ010221	SET-ASIDE FOR SMALL BUSINESSES-700-18_5	02/15/2010	2 Days	02/15/2010	02/16/2010 12:00 AM	contact buyer	View
☐	EVA001_QQ010219	700-18_4	02/15/2010	2 Days	02/15/2010	02/16/2010 12:00 AM	canceled	View
☐	EVA001_QQ010198	700-5_cab - step 2 (issued status)	02/12/2010	1 Days	02/12/2010	02/12/2010 05:00 PM	contact buyer	View
☐	EVA001_QQ010197	SET-ASIDE FOR SMALL BUSINESSES-700-1_cab	02/12/2010	2 Days	02/12/2010	02/12/2010 05:00 PM	contact buyer	View
☐	EVA001_QQ010195	SET-ASIDE FOR SMALL BUSINESSES-700-2_cab	02/12/2010	2 Days	02/14/2010	02/14/2010 05:00 PM	contact buyer	View
☐	EVA001_QQ009890	200-1 (Step 9)	01/25/2010	30 Days	01/25/2010	01/25/2010 04:00 PM	contact buyer	View

Next
Copy
View Evaluation

There are four statuses for past requests:

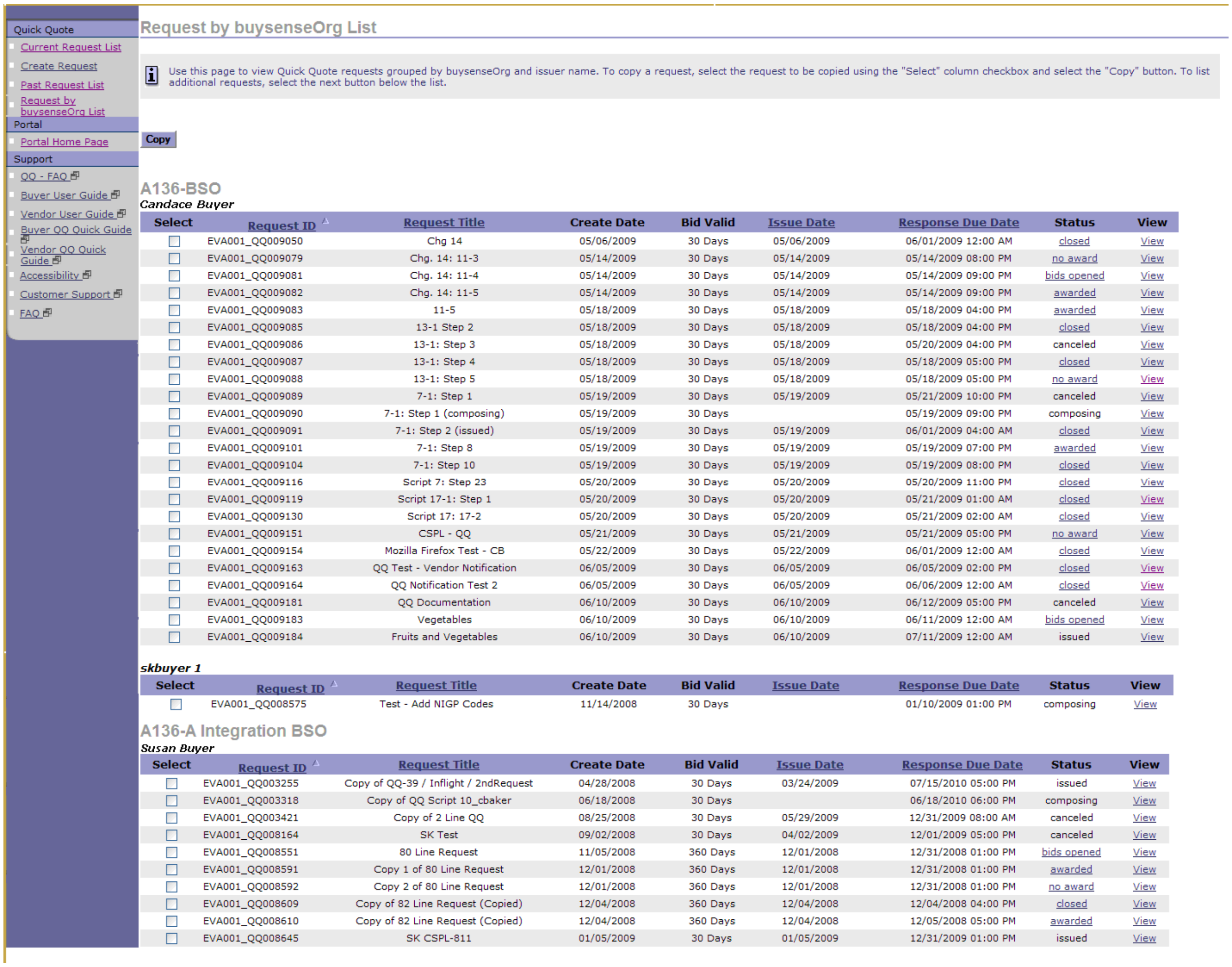
Status	**Definition**
canceled	An issued request that was canceled
awarded	The buyer has evaluated and awarded the request
no award	The buyer has set all lines to *no award* or has set all previously awarded lines to *no award* without awarding any lines
contact buyer	Contact the buyer for more information about the status of the request

You can sort the Past Request List like the Current Request List, by Request ID, Request Title, Issue Date, or Response Due Date. You can navigate to other requests using the **Next** and **Previous** buttons. You can navigate to the Evaluate Request page by clicking the **View Evaluation** button. Refer to the Evaluate History section for more information.

Request by buysenseOrg List

All procurement personnel are assigned to a buysenseOrg (BSO or Group Profile) within eVA. These are buying groups that have been set up within agencies to customize eVA functionality for each user. The **Request by buysenseOrg List** link in the left menu allows Quick Quote users to view Quick Quote requests and responses created by other buyers within their BSO until the Bid Valid Days of the request passes.

If you are a manager who needs to see the work of buyers outside your BSO, your administrator can assign permission to allow you to view Quick Quote requests from other BSOs.



Request by buysenseOrg List

Use this page to view Quick Quote requests grouped by buysenseOrg and issuer name. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To list additional requests, select the next button below the list.

A136-BSO

Candace Buyer

Select	Request ID	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status	View
☐	EVA001_QQ009050	Chg 14	05/06/2009	30 Days	05/06/2009	06/01/2009 12:00 AM	closed	View
☐	EVA001_QQ009079	Chg. 14: 11-3	05/14/2009	30 Days	05/14/2009	05/14/2009 08:00 PM	no award	View
☐	EVA001_QQ009081	Chg. 14: 11-4	05/14/2009	30 Days	05/14/2009	05/14/2009 09:00 PM	bids opened	View
☐	EVA001_QQ009082	Chg. 14: 11-5	05/14/2009	30 Days	05/14/2009	05/14/2009 09:00 PM	awarded	View
☐	EVA001_QQ009083	11-5	05/18/2009	30 Days	05/18/2009	05/18/2009 04:00 PM	awarded	View
☐	EVA001_QQ009085	13-1 Step 2	05/18/2009	30 Days	05/18/2009	05/18/2009 04:00 PM	closed	View
☐	EVA001_QQ009086	13-1: Step 3	05/18/2009	30 Days	05/18/2009	05/20/2009 04:00 PM	canceled	View
☐	EVA001_QQ009087	13-1: Step 4	05/18/2009	30 Days	05/18/2009	05/18/2009 05:00 PM	closed	View
☐	EVA001_QQ009088	13-1: Step 5	05/18/2009	30 Days	05/18/2009	05/18/2009 05:00 PM	no award	View
☐	EVA001_QQ009089	7-1: Step 1	05/19/2009	30 Days	05/19/2009	05/21/2009 10:00 PM	canceled	View
☐	EVA001_QQ009090	7-1: Step 1 (composing)	05/19/2009	30 Days		05/19/2009 09:00 PM	composing	View
☐	EVA001_QQ009091	7-1: Step 2 (issued)	05/19/2009	30 Days	05/19/2009	06/01/2009 04:00 AM	closed	View
☐	EVA001_QQ009101	7-1: Step 8	05/19/2009	30 Days	05/19/2009	05/19/2009 07:00 PM	awarded	View
☐	EVA001_QQ009104	7-1: Step 10	05/19/2009	30 Days	05/19/2009	05/19/2009 08:00 PM	closed	View
☐	EVA001_QQ009116	Script 7: Step 23	05/20/2009	30 Days	05/20/2009	05/20/2009 11:00 PM	closed	View
☐	EVA001_QQ009119	Script 17-1: Step 1	05/20/2009	30 Days	05/20/2009	05/21/2009 01:00 AM	closed	View
☐	EVA001_QQ009130	Script 17: 17-2	05/20/2009	30 Days	05/20/2009	05/21/2009 02:00 AM	closed	View
☐	EVA001_QQ009151	CSPL - QQ	05/21/2009	30 Days	05/21/2009	05/21/2009 05:00 PM	no award	View
☐	EVA001_QQ009154	Mozilla Firefox Test - CB	05/22/2009	30 Days	05/22/2009	06/01/2009 12:00 AM	closed	View
☐	EVA001_QQ009163	QQ Test - Vendor Notification	06/05/2009	30 Days	06/05/2009	06/05/2009 02:00 PM	closed	View
☐	EVA001_QQ009164	QQ Notification Test 2	06/05/2009	30 Days	06/05/2009	06/06/2009 12:00 AM	closed	View
☐	EVA001_QQ009181	QQ Documentation	06/10/2009	30 Days	06/10/2009	06/12/2009 05:00 PM	canceled	View
☐	EVA001_QQ009183	Vegetables	06/10/2009	30 Days	06/10/2009	06/11/2009 12:00 AM	bids opened	View
☐	EVA001_QQ009184	Fruits and Vegetables	06/10/2009	30 Days	06/10/2009	07/11/2009 12:00 AM	issued	View

skbuyer 1

Select	Request ID	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status	View
☐	EVA001_QQ008575	Test - Add NIGP Codes	11/14/2008	30 Days		01/10/2009 01:00 PM	composing	View

A136-A Integration BSO

Susan Buyer

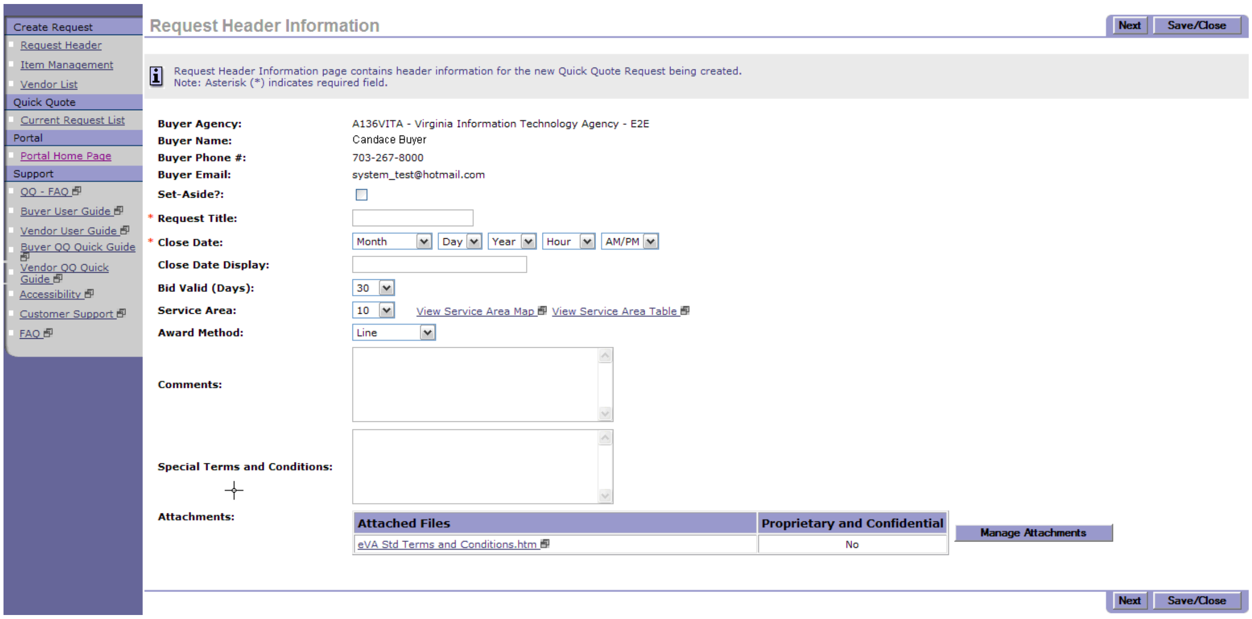
Select	Request ID	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status	View
☐	EVA001_QQ003255	Copy of QQ-39 / Inflight / 2ndRequest	04/28/2008	30 Days	03/24/2009	07/15/2010 05:00 PM	issued	View
☐	EVA001_QQ003318	Copy of QQ Script 10_cbaker	06/18/2008	30 Days		06/18/2010 06:00 PM	composing	View
☐	EVA001_QQ003421	Copy of 2 Line QQ	08/25/2008	30 Days	05/29/2009	12/31/2009 08:00 AM	canceled	View
☐	EVA001_QQ008164	SK Test	09/02/2008	30 Days	04/02/2009	12/01/2009 05:00 PM	canceled	View
☐	EVA001_QQ008551	80 Line Request	11/05/2008	360 Days	12/01/2008	12/31/2008 01:00 PM	bids opened	View
☐	EVA001_QQ008591	Copy 1 of 80 Line Request	12/01/2008	360 Days	12/01/2008	12/31/2008 01:00 PM	awarded	View
☐	EVA001_QQ008592	Copy 2 of 80 Line Request	12/01/2008	360 Days	12/01/2008	12/31/2008 01:00 PM	no award	View
☐	EVA001_QQ008609	Copy of 82 Line Request (Copied)	12/04/2008	360 Days	12/04/2008	12/04/2008 04:00 PM	closed	View
☐	EVA001_QQ008610	Copy of 82 Line Request (Copied)	12/04/2008	360 Days	12/04/2008	12/05/2008 05:00 PM	awarded	View
☐	EVA001_QQ008645	SK CSPL-811	01/05/2009	30 Days	01/05/2009	12/31/2009 01:00 PM	issued	View

CREATE A REQUEST

Click the **Create Request** link on the left menu or the **Create New Request** button to create a new Quick Quote request. The Request Header Information page opens.

Request Header Information

Enter the following header information. Required fields are marked with a red asterisk (*). Quick Quote fills in the contact information from your User Profile.


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Save/Close
Month
Day
Year
Hour
AM/PM
View Service Area Map
View Service Area Table
Manage Attachments
Next
Save/Close

Request Header Information

Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

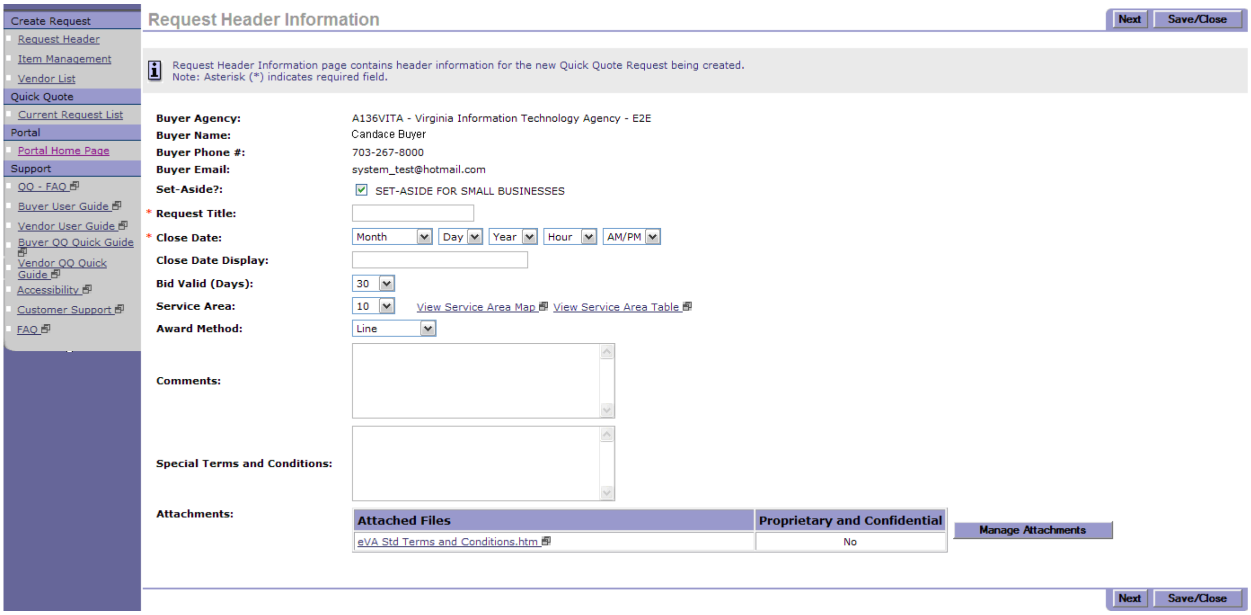
Buyer Agency: A136VITA - Virginia Information Technology Agency - E2E
Buyer Name: Candace Buyer
Buyer Phone #: 703-267-8000
Buyer Email: system_test@hotmail.com
Set-Aside?: ☐
* **Request Title:**
* **Close Date:**
Close Date Display:
Bid Valid (Days): 30
Service Area: 10
Award Method: Line
Comments:
Special Terms and Conditions:
Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

Field	**Comment**
Buyer Agency	Read-only, inferred from your User Profile
Buyer Name	Read-only, inferred from your User Profile
Buyer Phone #	Read-only, inferred from your User Profile
Buyer Email	Read-only, inferred from your User Profile
Set-Aside?	Used to designate the request as a Set-Aside for Small Businesses
Request Title*	Required. Up to 255 characters.
Close Date*	Required. Must be at least an hour after the current time.
Bid Valid (Days)	Calendar days; default is *30*. If prices must remain valid longer, enter the days here and note the longer term in the Comments.
Service Area	The statewide area (*10*) is always included. Click the **View Service Area Map** or **View Service Area Table** links for help.
Award Method	Default as *Line*
Comments	Up to 255 characters
Special Terms and Conditions	Up to 255 characters
Attachments	eVA Standard Terms and Conditions is always included

Set-Aside

Select the Set-Aside? check box to designate a Quick Quote request as a Set-Aside for Small Businesses. The text, SET-ASIDE FOR SMALL BUSINESSES, will display next to the check box on the Request Information page when the check box is checked.


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Save/Close
Manage Attachments

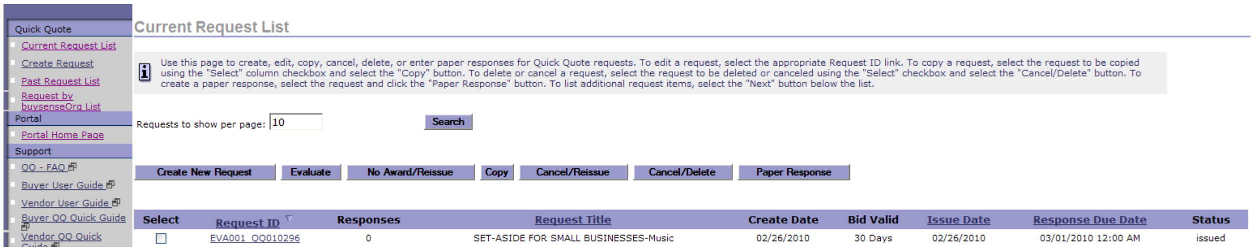
Request Header Information

Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	system_test@hotmail.com
Set-Aside?:	☑ SET-ASIDE FOR SMALL BUSINESSES
* **Request Title:**	
* **Close Date:**	Month Day Year Hour AM/PM
Close Date Display:	
Bid Valid (Days):	30
Service Area:	10 View Service Area Map View Service Area Table
Award Method:	Line
Comments:	
Special Terms and Conditions:	
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

The standard set-aside text will be displayed with the Request Title information when the **Set-Aside** checkbox is selected (checked).


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response

Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ010296	0	SET-ASIDE FOR SMALL BUSINESSES-Music	02/26/2010	30 Days	02/26/2010	03/01/2010 12:00 AM	issued

Request Title and Close Date

Enter the Request Title and Close Date (date and hour, EDT/EST). Both fields are mandatory. Vendors must respond with their quotes by the Close Date (also called Response Due Date on the Current Request List). Quick Quote requires the close date to be at least one hour from the current time. When you are ready to send the request to vendors, Quick Quote will again check that there is at least one hour between the Issue Date and the Close Date.

Bid Valid (Days)

Select the **Bid Valid (Days)** from the drop-down list. The Bid Valid period determines the number of days that vendor quotes must be valid, counting from the Response Due Date (Close Date). Valid selections are in 30-day increments up to 360 days.

Service Area

Select a **Service Area** from the drop-down list. (The **View Service Area Map** link provides a map of the Service Areas available.) The statewide area *10* is the default.

The vendor list includes all vendors that registered for the Service Area and NIGP Codes you select. (NIGP Code is described in the Item Management section of this guide.) It is important to consider the service area that your local vendors might have registered. If you use the default statewide service area (*10*), vendors that did not register to provide statewide service will not be included in the vendor list.

Be sure to select the local Service Area to potentially include local vendors that have not registered for statewide service.

Award Method

The final step for the Quick Quote Request Header is to select a method from the Award Method drop-down list. The options include:

Field	Description
Line Item	Each item can be awarded to a different vendor.
Lot	A group of items are identified by a common lot number. All of the items in a lot are awarded to a single vendor.
Grand Total	All items will be awarded to a single vendor.

You can change the award method at the time of evaluation.

Quick Quote informs vendors of the award method so they can submit responses accordingly.

Comments

You can include any other information in the Comments text box, up to 255 characters. The comments are displayed to every user and supplier who views the Quick Quote request header. (Note: This information is not transferred to the Awards page or the eMall when the order is created.)

You can use attachments if you need to include comments that are longer than 255 characters.

Special Terms and Conditions

The Special Terms and Conditions field is available to note important terms and conditions, up to 255 characters.

You can use attachments to add terms and conditions that are longer than 255 characters.

Attachments

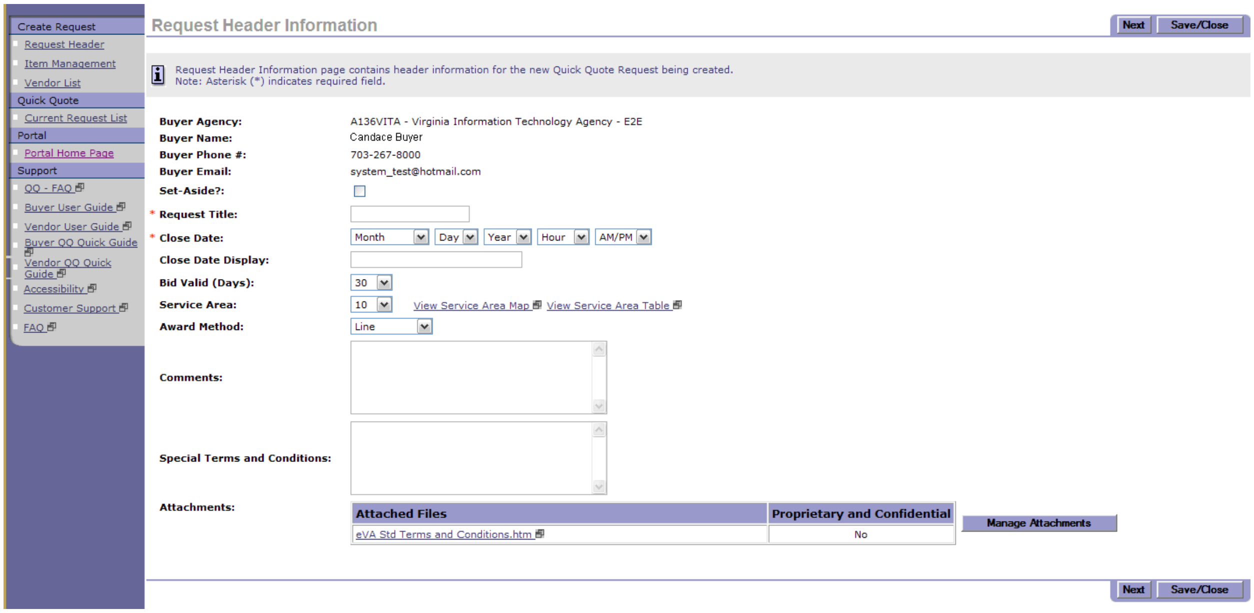
The *eVA Std Terms and Conditions* document is attached to each Quick Quote request header. This document contains information about general terms and conditions specific to the request.

If you have general terms and conditions that are different than the eVA Standard Terms and Conditions, you can have them added to the online listing. To do this, contact your Account Executive and provide either:

- A link to the document stored on your site
- The document to be uploaded to the eVA Web site

You can include attachments of any file type.

To add an attachment, click the **Manage Attachments** button.


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Save/Close
Manage Attachments
Next
Save/Close

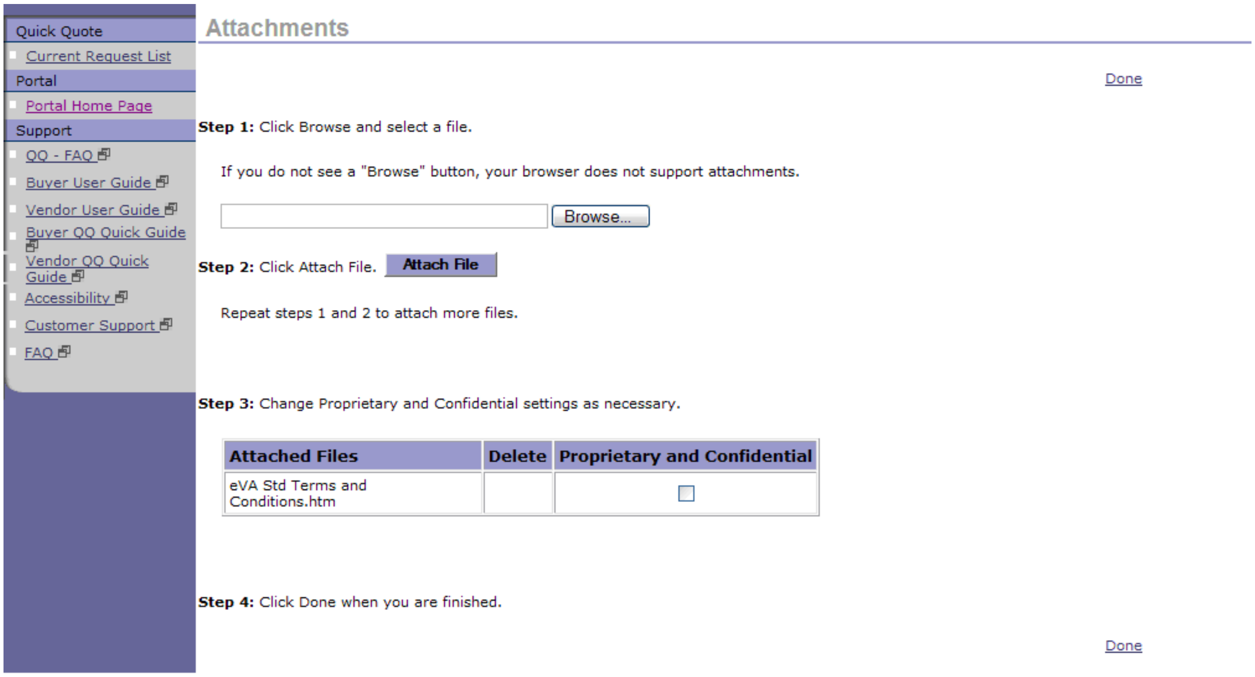
Request Header Information

Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	system_test@hotmail.com
Set-Aside?:	☐
* **Request Title:**	
* **Close Date:**	Month Day Year Hour AM/PM
Close Date Display:	
Bid Valid (Days):	30
Service Area:	10 View Service Area Map View Service Area Table
Award Method:	Line
Comments:	
Special Terms and Conditions:	
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

Click the **Browse…** button to open the Choose file window and locate the attachment you want to add.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Done
Browse...
Attach File
Done

Attachments

Step 1: Click Browse and select a file.

If you do not see a "Browse" button, your browser does not support attachments.

Step 2: Click Attach File.

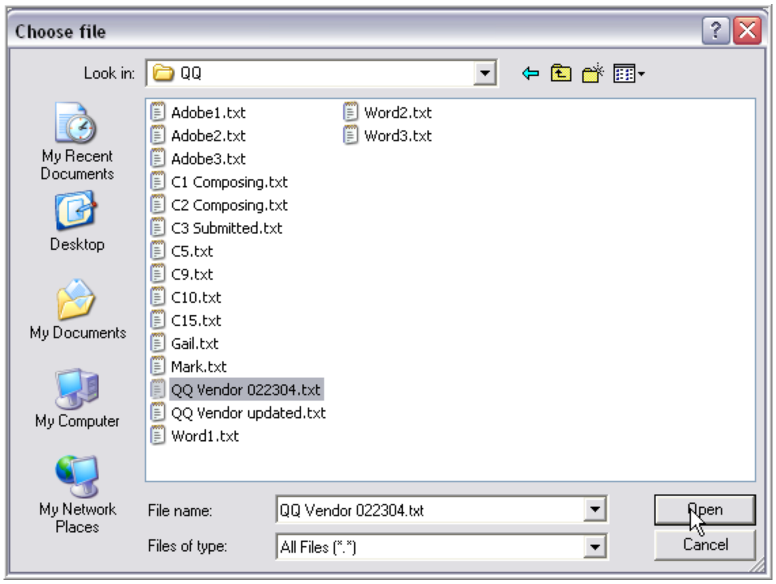
Repeat steps 1 and 2 to attach more files.

Step 3: Change Proprietary and Confidential settings as necessary.

Attached Files	Delete	Proprietary and Confidential
eVA Std Terms and Conditions.htm		☐

Step 4: Click Done when you are finished.

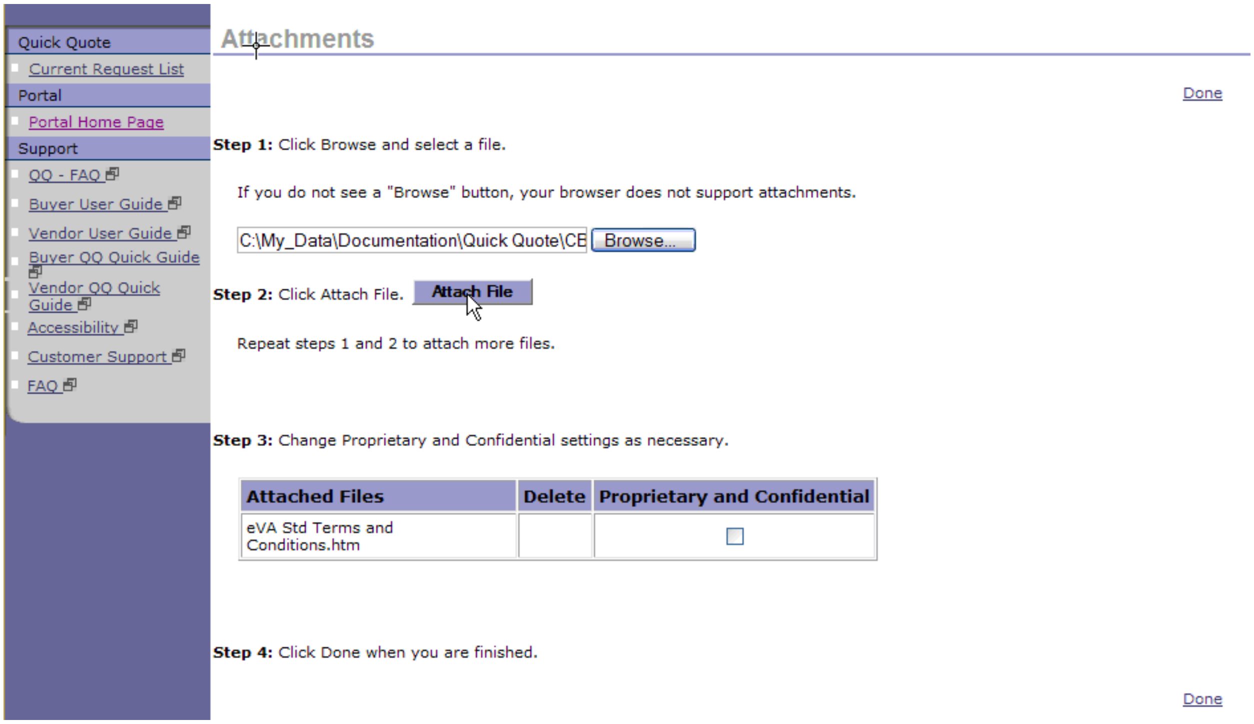
Select the file you want to attach and click **Open**.


Choose file
Look in: QQ
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
Adobe1.txt
Adobe2.txt
Adobe3.txt
C1 Composing.txt
C2 Composing.txt
C3 Submitted.txt
C5.txt
C9.txt
C10.txt
C15.txt
Gail.txt
Mark.txt
QQ Vendor 022304.txt
QQ Vendor updated.txt
Word1.txt
Word2.txt
Word3.txt
Open
Cancel

File name: QQ Vendor 022304.txt
Files of type: All Files (*.*)

The recommended file size for each individual attachment is 4 MB. If an attachment exceeds the 4 MB limit, you might experience a delay and the file might not attach. In addition, most firewalls prohibit users from downloading files larger than 4 MB.

After the file appears in the Browse box, click **Attach File** to add the file to the request.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Attachments
Done
Browse...
Attach File
Done

Step 1: Click Browse and select a file.

If you do not see a "Browse" button, your browser does not support attachments.

C:\My_Data\Documentation\Quick Quote\CE

Step 2: Click Attach File.

Repeat steps 1 and 2 to attach more files.

Step 3: Change Proprietary and Confidential settings as necessary.

Attached Files	Delete	Proprietary and Confidential
eVA Std Terms and Conditions.htm		☐

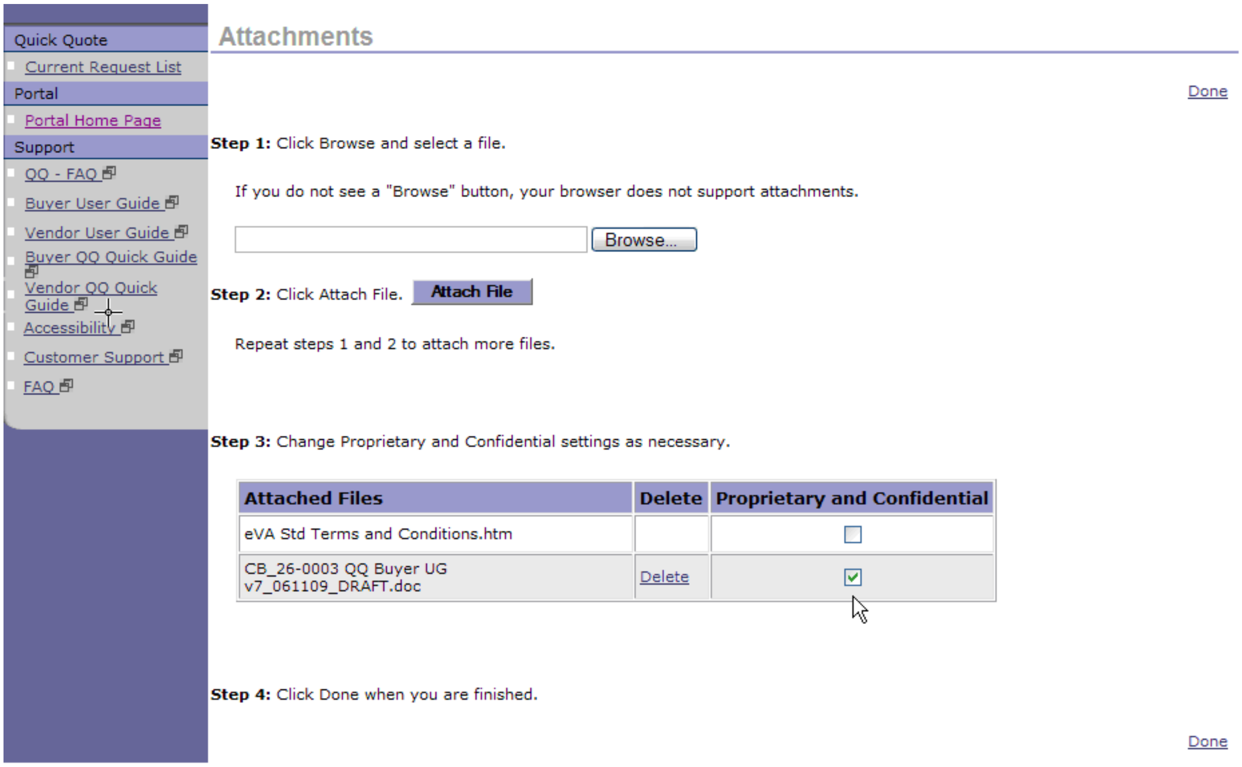
Step 4: Click Done when you are finished.

The file is added to the table under Step 3 with two options:

- **Delete** link
- Proprietary and Confidential check box

If the file you attached is incorrect or if you decide that you do not want to attach that file, click the **Delete** link that corresponds to the attachment.

Select the Proprietary and Confidential check box to prevent the attachment from displaying to the vendor. This means that only internal users can view this attachment.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Done
Browse...
Attach File
Done

Attachments

Step 1: Click Browse and select a file.

If you do not see a "Browse" button, your browser does not support attachments.

Step 2: Click Attach File.

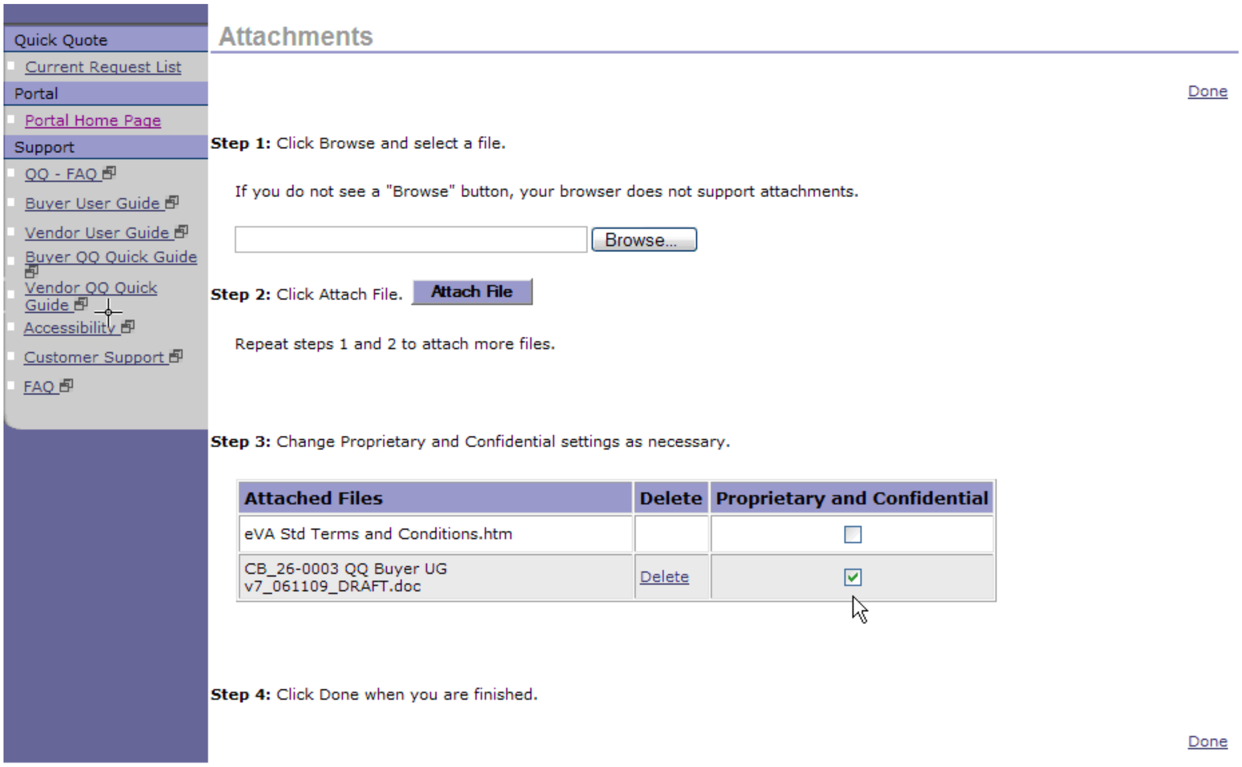
Repeat steps 1 and 2 to attach more files.

Step 3: Change Proprietary and Confidential settings as necessary.

Attached Files	Delete	Proprietary and Confidential
eVA Std Terms and Conditions.htm		☐
CB_26-0003 QQ Buyer UG v7_061109_DRAFT.doc	Delete	☑

Step 4: Click Done when you are finished.

Click the **Done** link to return to the Request Header Information page.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Done
Browse...
Attach File
Done

Attachments

Step 1: Click Browse and select a file.

If you do not see a "Browse" button, your browser does not support attachments.

Step 2: Click Attach File.

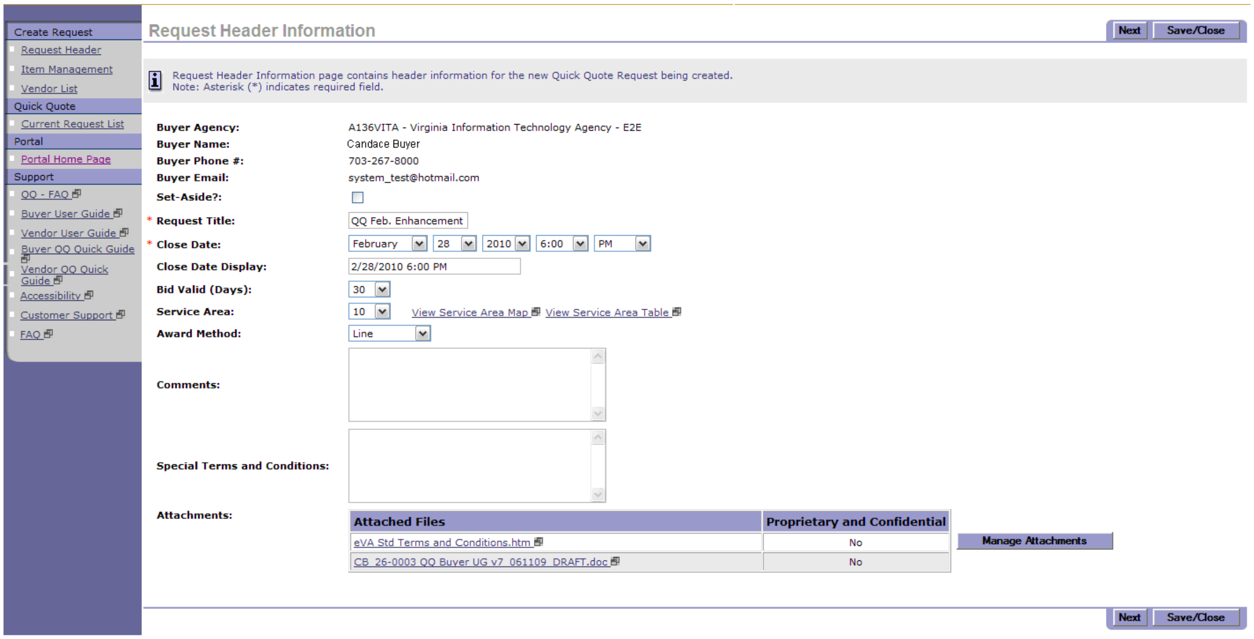
Repeat steps 1 and 2 to attach more files.

Step 3: Change Proprietary and Confidential settings as necessary.

Attached Files	Delete	Proprietary and Confidential
eVA Std Terms and Conditions.htm		☐
CB_26-0003 QQ Buyer UG v7_061109_DRAFT.doc	Delete	☑

Step 4: Click Done when you are finished.

Click **Next** to access the Item Management page. Click **Save/Close** to exit the request and return to the Current Request List. Quick Quote automatically saves your request in *composing* status. Click the **Current Request List** link on the left menu to close the request without saving it.


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Save/Close
Manage Attachments
Next
Save/Close

Request Header Information

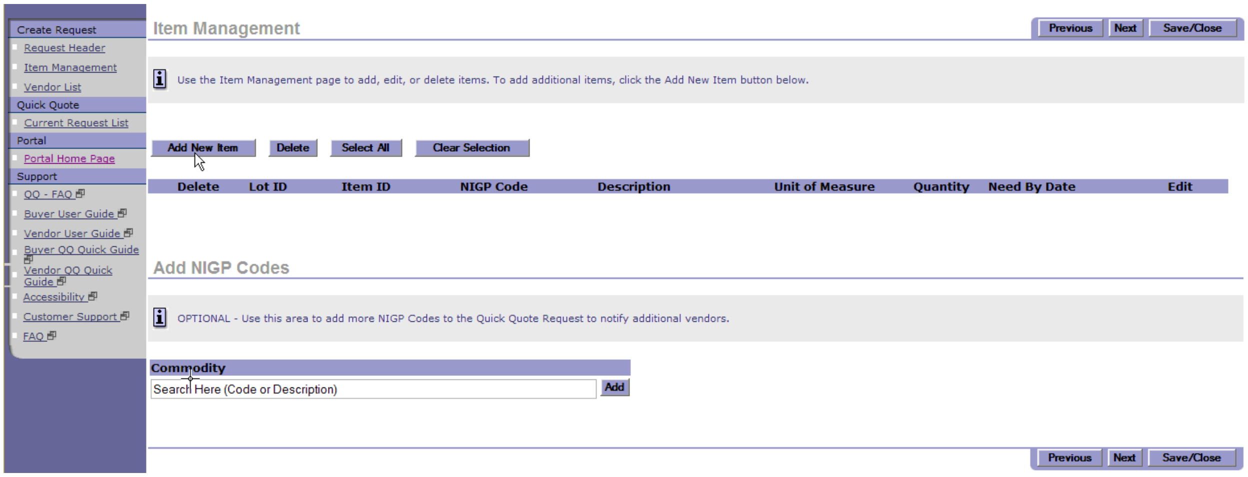
Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	system_test@hotmail.com
Set-Aside?:	☐
* **Request Title:**	QQ Feb. Enhancement
* **Close Date:**	February 28 2010 6:00 PM
Close Date Display:	2/28/2010 6:00 PM
Bid Valid (Days):	30
Service Area:	10 View Service Area Map View Service Area Table
Award Method:	Line
Comments:	
Special Terms and Conditions:	
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No
CB_26-0003 QQ Buyer UG v7_061109_DRAFT.doc	No

Item Management

To add an item, click the **Add New Item** button.


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Save/Close
Add New Item
Delete
Select All
Clear Selection
Add
Previous
Next
Save/Close

Item Management

Use the Item Management page to add, edit, or delete items. To add additional items, click the Add New Item button below.

Delete	Lot ID	Item ID	NIGP Code	Description	Unit of Measure	Quantity	Need By Date	Edit

Add NIGP Codes

OPTIONAL - Use this area to add more NIGP Codes to the Quick Quote Request to notify additional vendors.

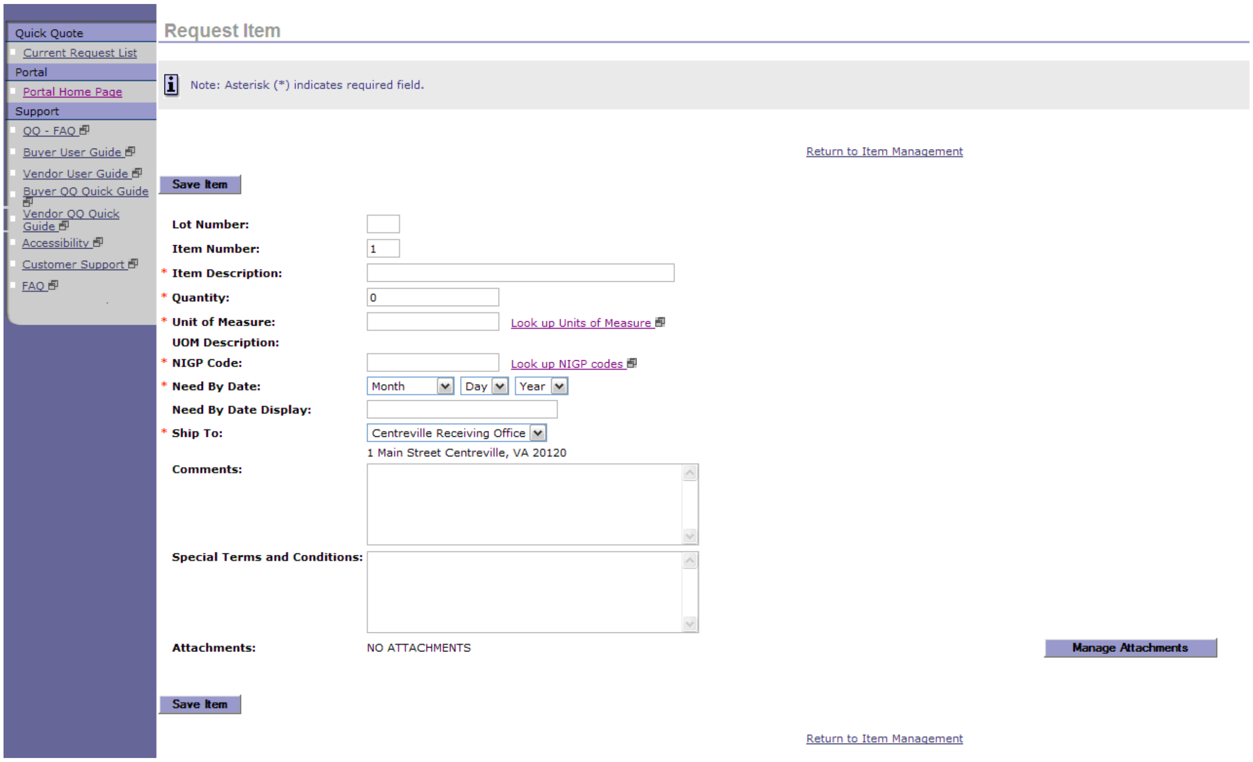
Commodity

Search Here (Code or Description)

Request Item

The Request Item screen displays the fields for the new line item.

A red asterisk (*) indicates the field is required.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Return to Item Management
Save Item
Look up Units of Measure
Look up NIGP codes
Manage Attachments
Save Item
Return to Item Management

Request Item

Note: Asterisk (*) indicates required field.

Lot Number:
Item Number: 1
* Item Description:
* Quantity: 0
* Unit of Measure:
UOM Description:
* NIGP Code:
* Need By Date: Month Day Year
Need By Date Display:
* Ship To: Centreville Receiving Office
1 Main Street Centreville, VA 20120
Comments:
Special Terms and Conditions:
Attachments: NO ATTACHMENTS

Field	**Comment**
Lot Number	You must enter a lot number if your award method is *Lot*
Item Number	Quick Quote-generated sequential number
Item Description*	Required
Quantity*	Required
Unit of Measure*	Required. Select **Look up Units of Measure** to see list.
UOM Description	Read-only. Quick Quote provides description based on Unit of Measure.
NIGP Code*	Required. Select **Look up NIGP codes** to see list.
Need By Date*	Required
Need By Date Display	Read-only. Selected Need By Date is displayed in mm/dd/yyyy format.
Ship To*	Required
Comments	Up to 255 characters
Special Terms and Conditions	Up to 255 characters
Attachments	You can add attachments to the line item, just as you have for the header

Lot Number

Only use this field if you chose *Lot* as the award method on the Request Header Information page. If you do not enter a Lot Number, the system will assign all items to Lot *0* (zero).

Item Number

This field contains a Quick Quote generated sequential number.

Item Description

Enter a description of the item, up to 255 characters. This field is required.

If you need additional space, create an attachment and make a note in the Item Description that additional detail is in the Attachments section.

Quantity

Enter a numeric quantity for the item. This field is required.

Use whole numbers only; decimals are not allowed. Quick Quote generates an error message if the data entered is invalid.

Unit of Measure

Enter a valid abbreviation in the Unit of Measure (UOM) text box. Quick Quote will populate the UOM Description for the UOM. If the abbreviation is not on the standard list, Quick Quote generates an error message. This field is required.

Click the **Look up Units of Measure** link to see a list of valid units and descriptions. (Use the browser's **Search** or **Find** function to help you identify the right unit of measure.)

NIGP Code

NIGP Codes are the standardized commodity codes for goods or services that vendors have registered to provide. Enter a valid value in the field, and Quick Quote will provide the NIGP Description when you complete the Request Item entry. If the entry is not valid, an error message displays. This field is required.

Click the **Look up NIGP codes** link to see a list of valid commodity codes. (Use the browser's **Search** or **Find** function to help you identify the right code.)

Need By Date

Enter the date when you will need the goods or services. This field is required.

Ship To

Quick Quote initially populates the Ship To address with your agency's default address. The Ship To location name displays in the drop-down list and the address (street, city, state, zip) displays below the location name. This field is required.

If the Ship To address on a request in *composing* status has been deleted from the list of valid eVA addresses, a warning message informs you the address is no longer valid and you must select a new address. (You or your administrator will also want to change your default Ship To address in your User Profile.)

Comments

You can include any other information in the Comments text box, up to 255 characters. The comments are displayed to every user and vendor that views the Quick Quote request line item.

Special Terms and Conditions

Use the Special Terms and Conditions field to give information to vendors that is specific to this line item, such as special packaging requirements.

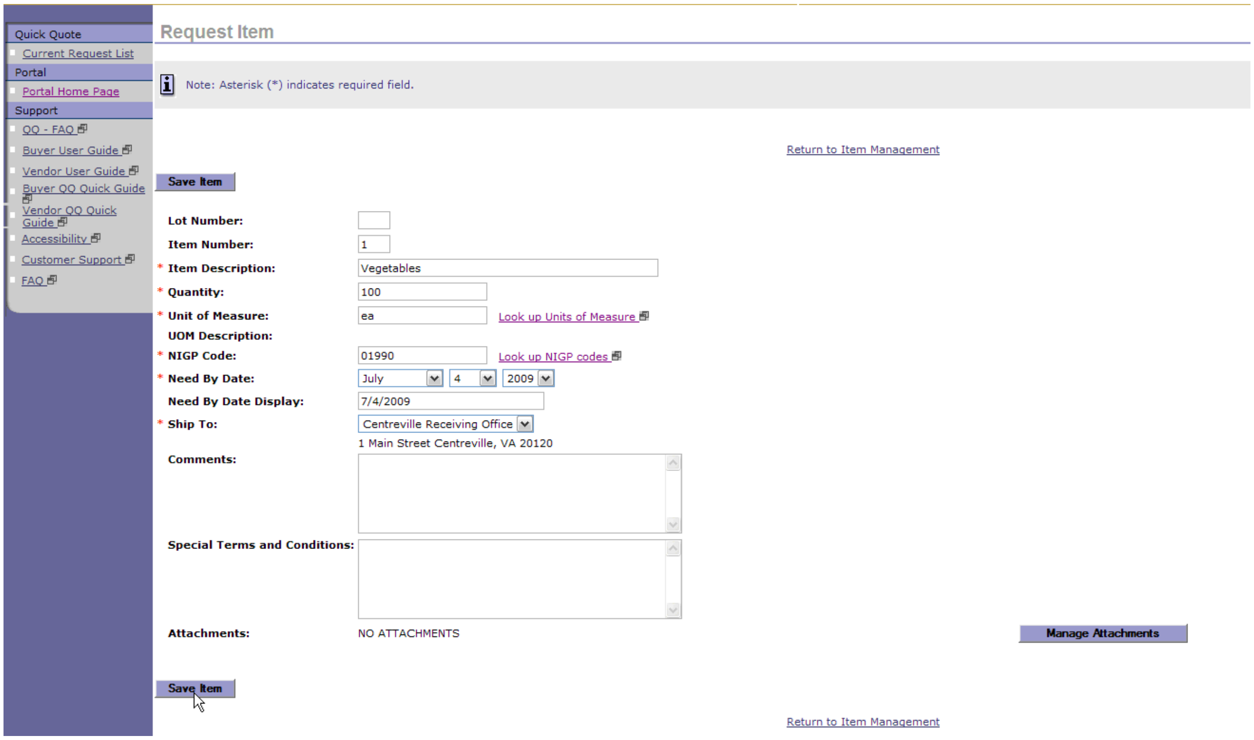
This field can accommodate up to 255 characters.

Attachments

You can include attachments of any file type on each item. Click **Manage Attachments** to provide expanded description, comments, special terms and conditions, or any other information you may need to provide the vendor.

Do not add attachments with a file size larger than 4 MB. Large attachments might cause a substantial delay and they exceed the limits that many vendors have for downloading large files through their firewalls or Internet Service Providers (ISP).

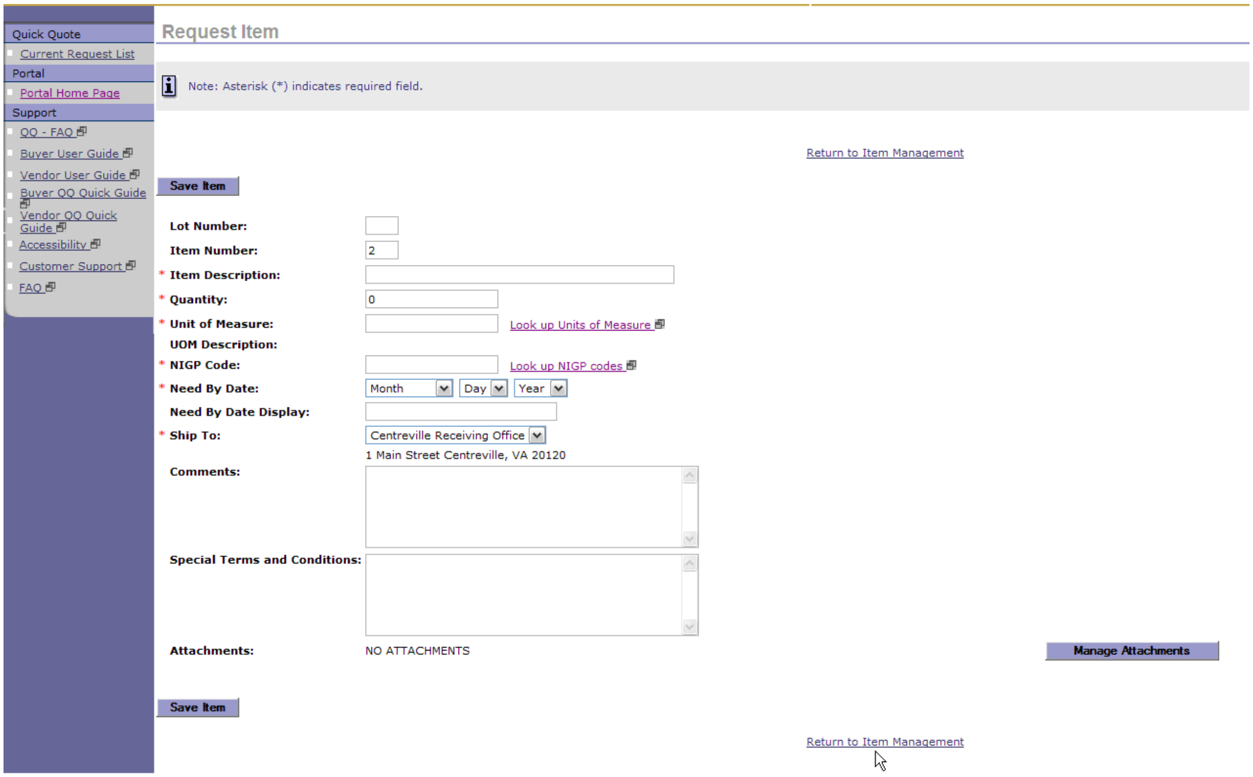
After you have filled out all of the required information, click the **Save Item** button.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Request Item
Return to Item Management
Save Item
Look up Units of Measure
Look up NIGP codes
Manage Attachments
Save Item
Return to Item Management

Note: Asterisk (*) indicates required field.

Lot Number:
Item Number: 1
* Item Description: Vegetables
* Quantity: 100
* Unit of Measure: ea
UOM Description:
* NIGP Code: 01990
* Need By Date: July 4 2009
Need By Date Display: 7/4/2009
* Ship To: Centreville Receiving Office
1 Main Street Centreville, VA 20120
Comments:
Special Terms and Conditions:
Attachments: NO ATTACHMENTS

After the item is saved, a new Request Item page appears with a *2* in the Item Number field. Enter all required information to add another item to the request. When you are finished adding all items, click the **Return to Item Management** link.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Return to Item Management
Save Item
Look up Units of Measure
Look up NIGP codes
Manage Attachments
Save Item
Return to Item Management

Request Item

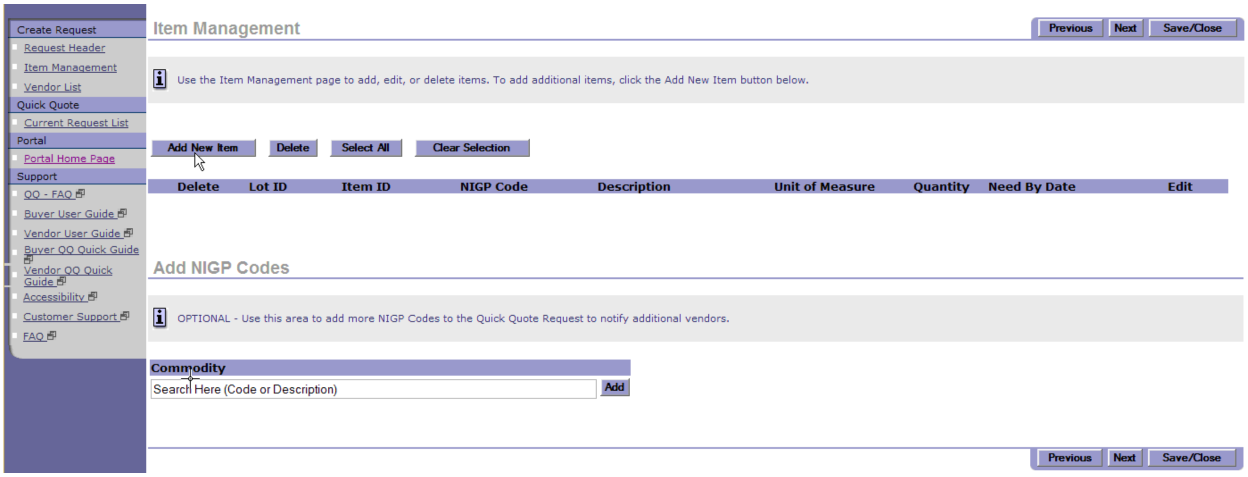
Note: Asterisk (*) indicates required field.

Lot Number:
Item Number: 2
* Item Description:
* Quantity: 0
* Unit of Measure:
UOM Description:
* NIGP Code:
* Need By Date: Month Day Year
Need By Date Display:
* Ship To: Centreville Receiving Office
1 Main Street Centreville, VA 20120
Comments:
Special Terms and Conditions:
Attachments: NO ATTACHMENTS

The new item is added to your list on the Item Management page. If you need to edit an item, click the **Edit** link next to the item and repeat the steps outlined above.

Add NIGP Codes

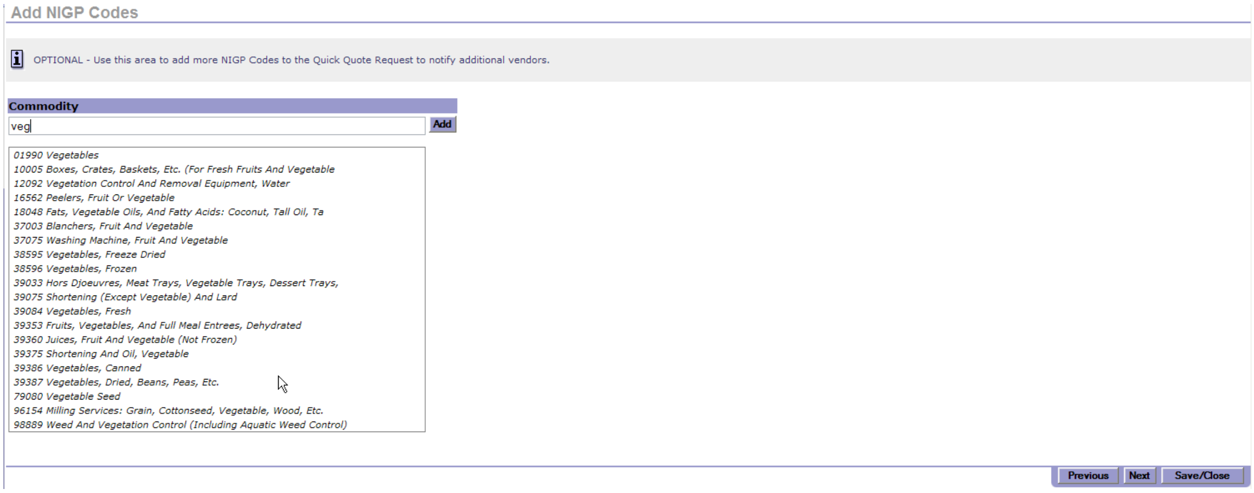
The Add NIGP Codes area allows you to add NIGP Codes to the Quick Quote Request so that additional vendors are notified of the Quick Quote request. This is helpful in situations where there is a mismatch between the commodities for which a vendor has registered and the commodity that is on a solicitation. Completing this area is optional.


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Item Management
Previous
Next
Save/Close
Add New Item
Delete
Select All
Clear Selection
Delete
Lot ID
Item ID
NIGP Code
Description
Unit of Measure
Quantity
Need By Date
Edit
Add NIGP Codes
Commodity
Search Here (Code or Description)
Add
Previous
Next
Save/Close

Use the Item Management page to add, edit, or delete items. To add additional items, click the Add New Item button below.

OPTIONAL - Use this area to add more NIGP Codes to the Quick Quote Request to notify additional vendors.

To use this feature, click inside the text box labeled Search Here (Code or Description) and begin typing an NIGP Code or keyword (commodity description). A search is triggered after two characters are entered in this field. The 20 closest matches to the commodity code or description are displayed below the field. As more characters are entered, the search results are refined. To select a value from the list of search results, click the value in the list so that it displays in the text box.

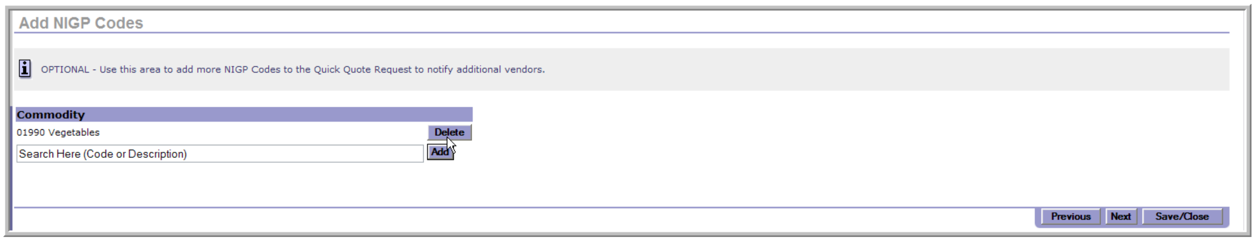

Add NIGP Codes
Commodity
Add
Previous
Next
Save/Close

OPTIONAL - Use this area to add more NIGP Codes to the Quick Quote Request to notify additional vendors.

Commodity
veg

01990 Vegetables
10005 Boxes, Crates, Baskets, Etc. (For Fresh Fruits And Vegetable
12092 Vegetation Control And Removal Equipment, Water
16562 Peelers, Fruit Or Vegetable
18048 Fats, Vegetable Oils, And Fatty Acids: Coconut, Tall Oil, Ta
37003 Blanchers, Fruit And Vegetable
37075 Washing Machine, Fruit And Vegetable
38595 Vegetables, Freeze Dried
38596 Vegetables, Frozen
39033 Hors Djoeuvres, Meat Trays, Vegetable Trays, Dessert Trays,
39075 Shortening (Except Vegetable) And Lard
39084 Vegetables, Fresh
39353 Fruits, Vegetables, And Full Meal Entrees, Dehydrated
39360 Juices, Fruit And Vegetable (Not Frozen)
39375 Shortening And Oil, Vegetable
39386 Vegetables, Canned
39387 Vegetables, Dried, Beans, Peas, Etc.
79080 Vegetable Seed
96154 Milling Services: Grain, Cottonseed, Vegetable, Wood, Etc.
98889 Weed And Vegetation Control (Including Aquatic Weed Control)

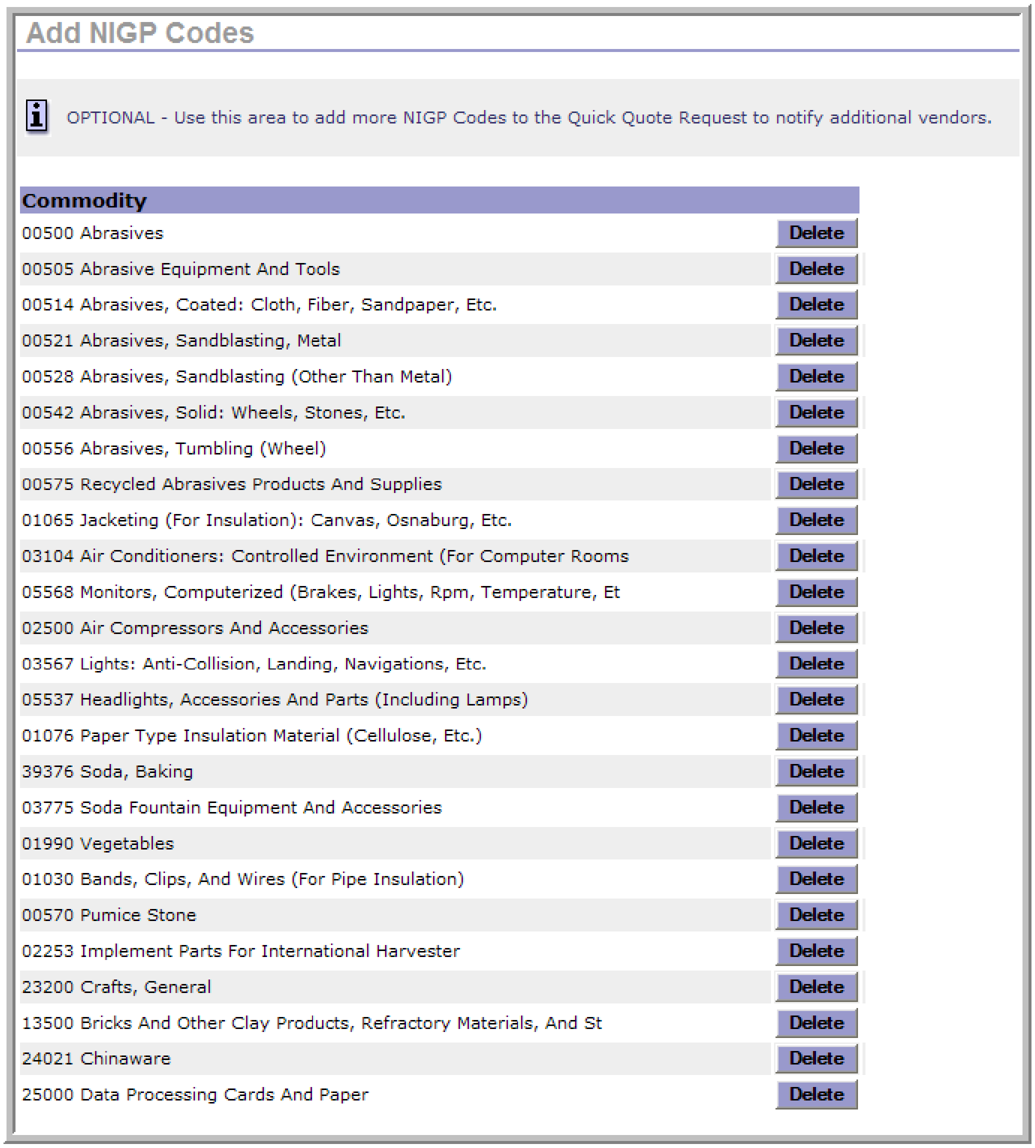
Click the **Add** button to add the value to the Commodity list. Upon doing so, it becomes a read-only row directly above the Search Here text box. The **Add** button is visible and enabled while the Quick Quote request is in *composing* status.


Add NIGP Codes

OPTIONAL - Use this area to add more NIGP Codes to the Quick Quote Request to notify additional vendors.

Commodity	
01990 Vegetables	Delete
Search Here (Code or Description)	Add

The maximum number of commodities that you can add to the Add NIGP Codes area is 25. When the limit is reached, the search box and **Add** button will be hidden. They remain hidden until you delete a record on this page.


Add NIGP Codes

OPTIONAL - Use this area to add more NIGP Codes to the Quick Quote Request to notify additional vendors.

Commodity	
00500 Abrasives	Delete
00505 Abrasive Equipment And Tools	Delete
00514 Abrasives, Coated: Cloth, Fiber, Sandpaper, Etc.	Delete
00521 Abrasives, Sandblasting, Metal	Delete
00528 Abrasives, Sandblasting (Other Than Metal)	Delete
00542 Abrasives, Solid: Wheels, Stones, Etc.	Delete
00556 Abrasives, Tumbling (Wheel)	Delete
00575 Recycled Abrasives Products And Supplies	Delete
01065 Jacketing (For Insulation): Canvas, Osnaburg, Etc.	Delete
03104 Air Conditioners: Controlled Environment (For Computer Rooms	Delete
05568 Monitors, Computerized (Brakes, Lights, Rpm, Temperature, Et	Delete
02500 Air Compressors And Accessories	Delete
03567 Lights: Anti-Collision, Landing, Navigations, Etc.	Delete
05537 Headlights, Accessories And Parts (Including Lamps)	Delete
01076 Paper Type Insulation Material (Cellulose, Etc.)	Delete
39376 Soda, Baking	Delete
03775 Soda Fountain Equipment And Accessories	Delete
01990 Vegetables	Delete
01030 Bands, Clips, And Wires (For Pipe Insulation)	Delete
00570 Pumice Stone	Delete
02253 Implement Parts For International Harvester	Delete
23200 Crafts, General	Delete
13500 Bricks And Other Clay Products, Refractory Materials, And St	Delete
24021 Chinaware	Delete
25000 Data Processing Cards And Paper	Delete

To remove an item from the Commodity list, click the **Delete** button beside the commodity that you want to delete.

Vendor List

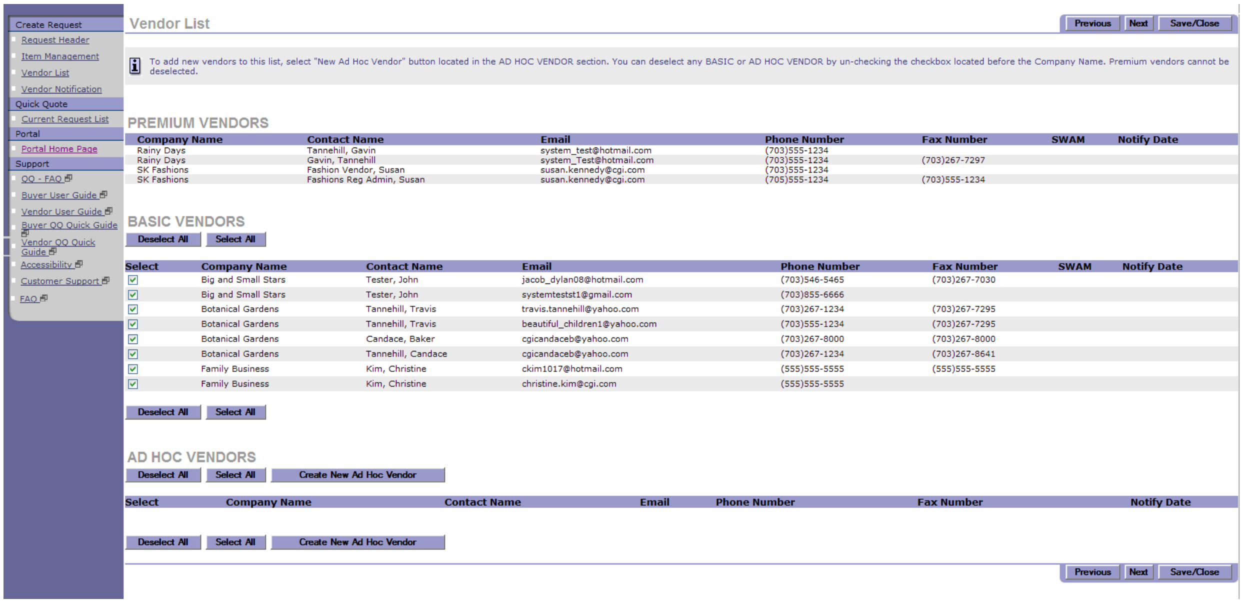
Quick Quote generates a list of vendors based on the commodity codes (NIGP codes from the Item Management lines and the NIGP codes listed in the Add NIGP Codes area) and service areas (Service Area from the Request Header Information page) who have the same values set in their registration account.

Vendors are displayed on the Vendor List in three sections:

Section	**Description**	**Add or Delete**
Premium Vendors	Vendors that registered for *Premium* service level are always notified of bidding opportunities for their registered commodity codes.	You cannot deselect Premium Vendors.
Basic Vendors	Vendors that registered for *Basic* service level.	You can deselect Basic Vendors.
Ad Hoc Vendors	Vendors that you can add to the vendor list.	You can add Ad Hoc Vendors manually.

> *It is important for vendors to know the importance of registering in eVA with all applicable NIGP Codes, Federal Tax ID, and Service Area information.*

Vendors that have registered multiple solicitation locations, or have identified multiple users to be notified, will appear more than once. Each entry shows the location's email address, phone number, fax number, and contact information. If a single vendor location is registered for multiple NIGP Codes on a Quick Quote request, the vendor location will be displayed and notified only once.


Create Request
Request Header
Item Management
Vendor List
Vendor Notification
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Vendor List
Previous
Next
Save/Close

To add new vendors to this list, select "New Ad Hoc Vendor" button located in the AD HOC VENDOR section. You can deselect any BASIC or AD HOC VENDOR by un-checking the checkbox located before the Company Name. Premium vendors cannot be deselected.

PREMIUM VENDORS

Company Name	Contact Name	Email	Phone Number	Fax Number	SWAM	Notify Date
Rainy Days	Tannehill, Gavin	system_test@hotmail.com	(703)555-1234			
Rainy Days	Gavin, Tannehill	system_Test@hotmail.com	(703)555-1234	(703)267-7297		
SK Fashions	Fashion Vendor, Susan	susan.kennedy@cgi.com	(703)555-1234			
SK Fashions	Fashions Reg Admin, Susan	susan.kennedy@cgi.com	(705)555-1234	(703)555-1234		

BASIC VENDORS

Deselect All
Select All

Select	Company Name	Contact Name	Email	Phone Number	Fax Number	SWAM	Notify Date
☑	Big and Small Stars	Tester, John	jacob_dylan08@hotmail.com	(703)546-5465	(703)267-7030		
☑	Big and Small Stars	Tester, John	systemtestst1@gmail.com	(703)855-6666			
☑	Botanical Gardens	Tannehill, Travis	travis.tannehill@yahoo.com	(703)267-1234	(703)267-7295		
☑	Botanical Gardens	Tannehill, Travis	beautiful_children1@yahoo.com	(703)555-1234	(703)267-7295		
☑	Botanical Gardens	Candace, Baker	cgicandaceb@yahoo.com	(703)267-8000	(703)267-8000		
☑	Botanical Gardens	Tannehill, Candace	cgicandaceb@yahoo.com	(703)267-1234	(703)267-8641		
☑	Family Business	Kim, Christine	ckim1017@hotmail.com	(555)555-5555	(555)555-5555		
☑	Family Business	Kim, Christine	christine.kim@cgi.com	(555)555-5555			

Deselect All
Select All

AD HOC VENDORS

Deselect All
Select All
Create New Ad Hoc Vendor

Select	Company Name	Contact Name	Email	Phone Number	Fax Number	Notify Date

Deselect All
Select All
Create New Ad Hoc Vendor
Previous
Next
Save/Close

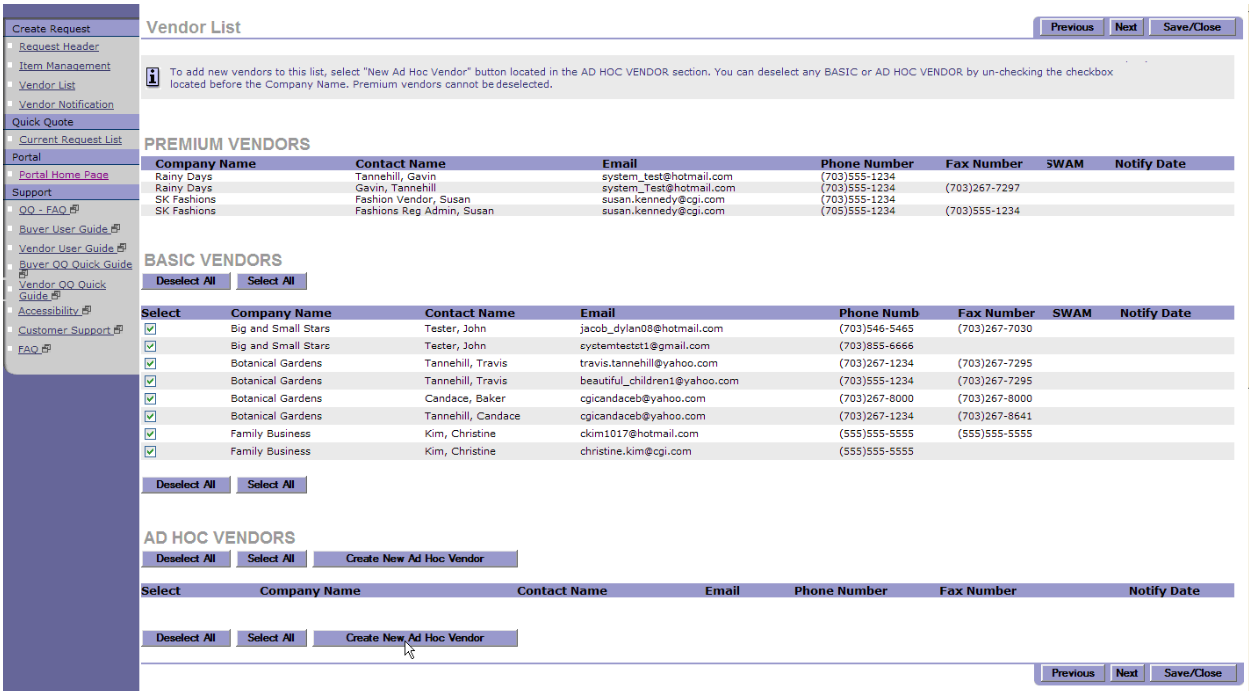
At any point, if you make changes to the request, such as changing NIGP Codes or Service Area, this Vendor List automatically regenerates using the new criteria.

> *If a vendor you expect to be on the list does not appear, check the NIGP code entered for each item or add the vendor as an ad hoc vendor.*

Add Ad Hoc Vendors

Until the request reaches *closed* status, you can add vendors that do not appear on the Vendor List (that is, they have not registered for the selected commodity codes or service areas, or they have not yet registered in eVA).

Click the **Create New Ad Hoc Vendor** button to add vendors.


Create Request
Request Header
Item Management
Vendor List
Vendor Notification
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Save/Close
Deselect All
Select All
Create New Ad Hoc Vendor

Vendor List

To add new vendors to this list, select "New Ad Hoc Vendor" button located in the AD HOC VENDOR section. You can deselect any BASIC or AD HOC VENDOR by un-checking the checkbox located before the Company Name. Premium vendors cannot be deselected.

PREMIUM VENDORS

Company Name	Contact Name	Email	Phone Number	Fax Number	SWAM	Notify Date
Rainy Days	Tannehill, Gavin	system_test@hotmail.com	(703)555-1234			
Rainy Days	Gavin, Tannehill	system_Test@hotmail.com	(703)555-1234	(703)267-7297		
SK Fashions	Fashion Vendor, Susan	susan.kennedy@cgi.com	(703)555-1234			
SK Fashions	Fashions Reg Admin, Susan	susan.kennedy@cgi.com	(705)555-1234	(703)555-1234		

BASIC VENDORS

Select	Company Name	Contact Name	Email	Phone Numb	Fax Number	SWAM	Notify Date
☑	Big and Small Stars	Tester, John	jacob_dylan08@hotmail.com	(703)546-5465	(703)267-7030		
☑	Big and Small Stars	Tester, John	systemtestst1@gmail.com	(703)855-6666			
☑	Botanical Gardens	Tannehill, Travis	travis.tannehill@yahoo.com	(703)267-1234	(703)267-7295		
☑	Botanical Gardens	Tannehill, Travis	beautiful_children1@yahoo.com	(703)555-1234	(703)267-7295		
☑	Botanical Gardens	Candace, Baker	cgicandaceb@yahoo.com	(703)267-8000	(703)267-8000		
☑	Botanical Gardens	Tannehill, Candace	cgicandaceb@yahoo.com	(703)267-1234	(703)267-8641		
☑	Family Business	Kim, Christine	ckim1017@hotmail.com	(555)555-5555	(555)555-5555		
☑	Family Business	Kim, Christine	christine.kim@cgi.com	(555)555-5555			

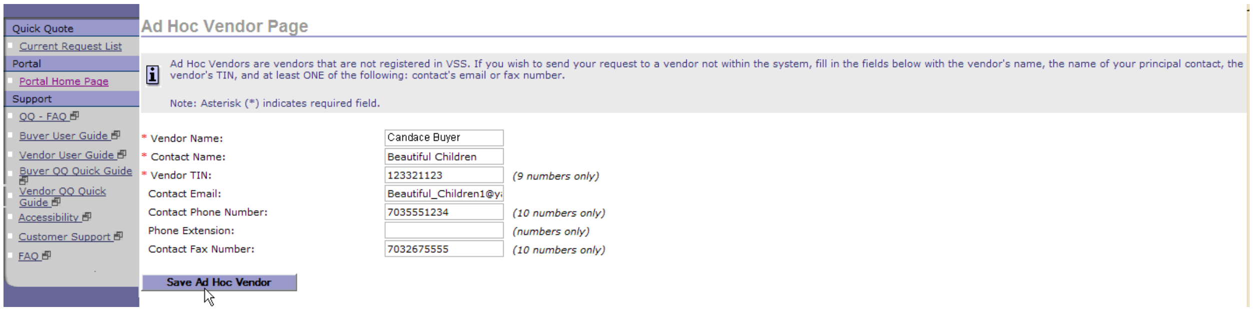
AD HOC VENDORS

Select	Company Name	Contact Name	Email	Phone Number	Fax Number	Notify Date

To add vendors, you will need to enter the following information. Required information is marked with a red asterisk (*).

Field	Required	Comment
Vendor Name*	Required	
Contact Name*	Required	
Vendor TIN*	Required	Federal Tax ID. MUST match the TIN on the vendor registration for the vendor to receive the request. Nine digits, no hyphens.
Contact Email*	Required if Fax Number is blank	
Contact Phone Number		10 digits, no hyphens or spaces (for example, *8041234567*).
Phone Extension		Numbers only
Contact Fax Number*	Required if Email is blank	10 digits, no hyphens or spaces (for example, *8041234567*).

After you have entered the required information, click the **Save Ad Hoc Vendor** button.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Save Ad Hoc Vendor

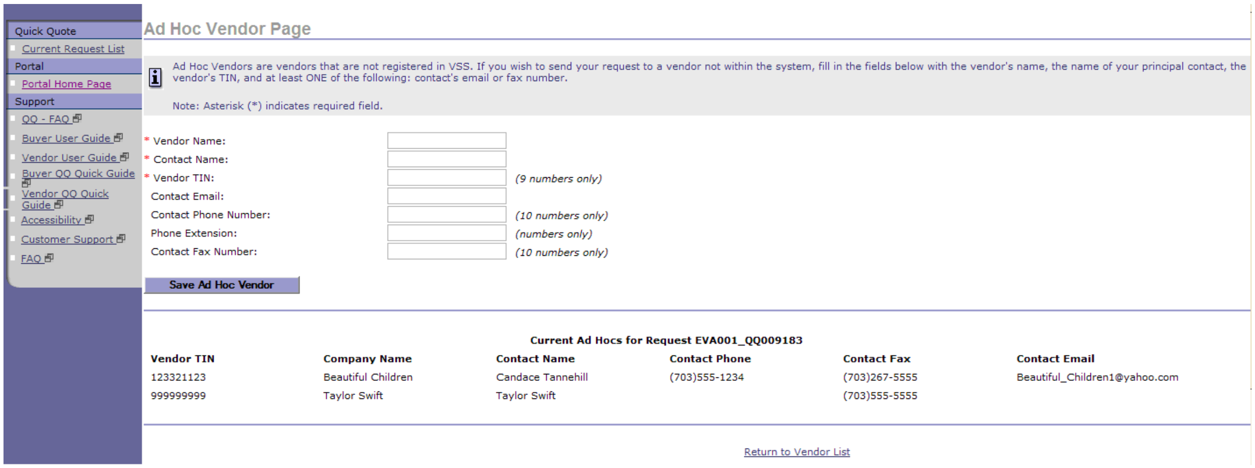
Ad Hoc Vendor Page

Ad Hoc Vendors are vendors that are not registered in VSS. If you wish to send your request to a vendor not within the system, fill in the fields below with the vendor's name, the name of your principal contact, the vendor's TIN, and at least ONE of the following: contact's email or fax number.

Note: Asterisk (*) indicates required field.

* Vendor Name:	Candace Buyer	
* Contact Name:	Beautiful Children	
* Vendor TIN:	123321123	(9 numbers only)
Contact Email:	Beautiful_Children1@y	
Contact Phone Number:	7035551234	(10 numbers only)
Phone Extension:		(numbers only)
Contact Fax Number:	7032675555	(10 numbers only)

The ad hoc vendor information is displayed at the bottom. You can continue to add more ad hoc vendors as needed; click the **Return to Vendor List** link when you are finished.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Save Ad Hoc Vendor
Return to Vendor List

Ad Hoc Vendor Page

Ad Hoc Vendors are vendors that are not registered in VSS. If you wish to send your request to a vendor not within the system, fill in the fields below with the vendor's name, the name of your principal contact, the vendor's TIN, and at least ONE of the following: contact's email or fax number.

Note: Asterisk (*) indicates required field.

* Vendor Name:		
* Contact Name:		
* Vendor TIN:		(9 numbers only)
Contact Email:		
Contact Phone Number:		(10 numbers only)
Phone Extension:		(numbers only)
Contact Fax Number:		(10 numbers only)

Current Ad Hocs for Request EVA001_QQ009183

Vendor TIN	Company Name	Contact Name	Contact Phone	Contact Fax	Contact Email
123321123	Beautiful Children	Candace Tannehill	(703)555-1234	(703)267-5555	Beautiful_Children1@yahoo.com
999999999	Taylor Swift	Taylor Swift		(703)555-5555	

If the Vendor TIN on the request does not match the TIN on the vendor’s eVA registration, the vendor will *not* be able to view the Quick Quote request even though they have received a notification.

If you enter a Contact Email, Quick Quote automatically sends the invitation to the email address. If you enter a Contact Fax Number instead, Quick Quote faxes the request to the vendor. If you enter both, Quick Quote will only send out an email invitation.

If the Ad Hoc Vendor entry has incorrect information, deselect the incorrect entry and enter a new Ad Hoc Vendor record with the correct information.

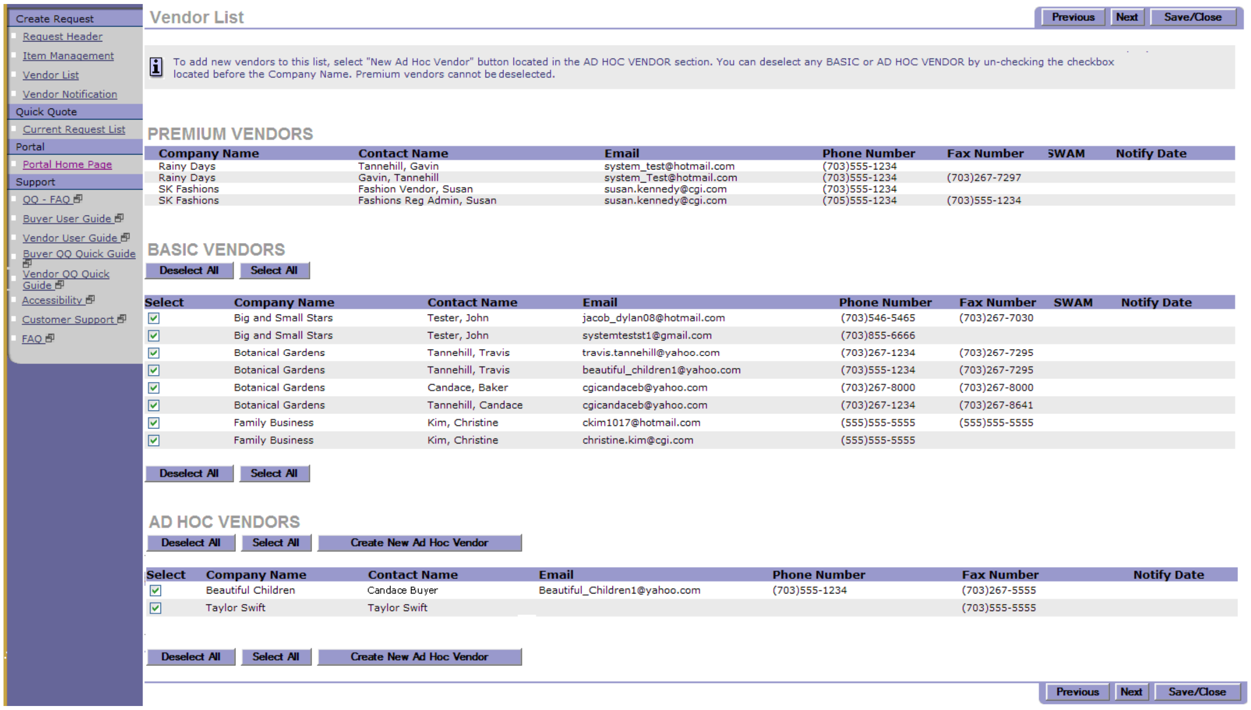
Deselecting Vendors

You can deselect vendors in the Basic or Ad Hoc sections by deselecting the check boxes in the Select column.

You cannot deselect vendors if they have already been notified (that is, the request was previously issued). Premium vendors can never be deselected.

> *Do not deselect vendors until you are ready to submit the request. If you exit the request without submitting it, or you make any changes to the request, the Vendor List will be regenerated and the deselected vendors will be restored.*

Click the **Next** button to continue.


Create Request
Request Header
Item Management
Vendor List
Vendor Notification
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Vendor List
Previous
Next
Save/Close

To add new vendors to this list, select "New Ad Hoc Vendor" button located in the AD HOC VENDOR section. You can deselect any BASIC or AD HOC VENDOR by un-checking the checkbox located before the Company Name. Premium vendors cannot be deselected.

PREMIUM VENDORS

Company Name	Contact Name	Email	Phone Number	Fax Number	SWAM	Notify Date
Rainy Days	Tannehill, Gavin	system_test@hotmail.com	(703)555-1234			
Rainy Days	Gavin, Tannehill	system_Test@hotmail.com	(703)555-1234	(703)267-7297		
SK Fashions	Fashion Vendor, Susan	susan.kennedy@cgi.com	(703)555-1234			
SK Fashions	Fashions Reg Admin, Susan	susan.kennedy@cgi.com	(705)555-1234	(703)555-1234		

BASIC VENDORS

Deselect All
Select All

Select	Company Name	Contact Name	Email	Phone Number	Fax Number	SWAM	Notify Date
☑	Big and Small Stars	Tester, John	jacob_dylan08@hotmail.com	(703)546-5465	(703)267-7030		
☑	Big and Small Stars	Tester, John	systemtestst1@gmail.com	(703)855-6666			
☑	Botanical Gardens	Tannehill, Travis	travis.tannehill@yahoo.com	(703)267-1234	(703)267-7295		
☑	Botanical Gardens	Tannehill, Travis	beautiful_children1@yahoo.com	(703)555-1234	(703)267-7295		
☑	Botanical Gardens	Candace, Baker	cgicandaceb@yahoo.com	(703)267-8000	(703)267-8000		
☑	Botanical Gardens	Tannehill, Candace	cgicandaceb@yahoo.com	(703)267-1234	(703)267-8641		
☑	Family Business	Kim, Christine	ckim1017@hotmail.com	(555)555-5555	(555)555-5555		
☑	Family Business	Kim, Christine	christine.kim@cgi.com	(555)555-5555			

Deselect All
Select All

AD HOC VENDORS

Deselect All
Select All
Create New Ad Hoc Vendor

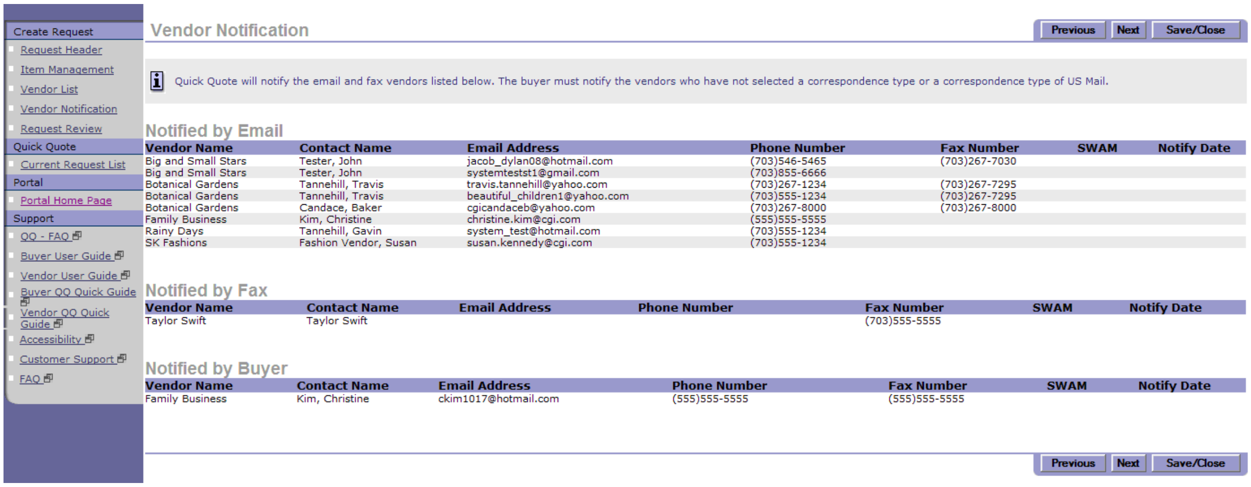
Select	Company Name	Contact Name	Email	Phone Number	Fax Number	Notify Date
☑	Beautiful Children	Candace Buyer	Beautiful_Children1@yahoo.com	(703)555-1234	(703)267-5555	
☑	Taylor Swift	Taylor Swift			(703)555-5555	

Deselect All
Select All
Create New Ad Hoc Vendor
Previous
Next
Save/Close

Vendor Notification

The Vendor Notification page lists all vendors to be notified of the Quick Quote request, separated into three groups.

Section	**Comment**
Notified by Email	Quick Quote sends an email to the vendor's registered solicitation email address. For Ad Hoc Vendors, Quick Quote uses the Contact Email entered on the Quick Quote Vendor List.
Notified by Fax	Quick Quote sends a fax to the vendor's registered solicitation fax number. For Ad Hoc Vendors, Quick Quote uses the Contact Fax entered on the Quick Quote Vendor List.
Notified by Buyer	The vendor has set its preferred method of notification to US Mail. You must notify the vendor manually. Remember to include attachments.


Create Request
Request Header
Item Management
Vendor List
Vendor Notification
Request Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Save/Close

Vendor Notification

Quick Quote will notify the email and fax vendors listed below. The buyer must notify the vendors who have not selected a correspondence type or a correspondence type of US Mail.

Notified by Email

Vendor Name	Contact Name	Email Address	Phone Number	Fax Number	SWAM	Notify Date
Big and Small Stars	Tester, John	jacob_dylan08@hotmail.com	(703)546-5465	(703)267-7030		
Big and Small Stars	Tester, John	systemteststl1@gmail.com	(703)855-6666			
Botanical Gardens	Tannehill, Travis	travis.tannehill@yahoo.com	(703)267-1234	(703)267-7295		
Botanical Gardens	Tannehill, Travis	beautiful_children1@yahoo.com	(703)555-1234	(703)267-7295		
Botanical Gardens	Candace, Baker	cgicandaceb@yahoo.com	(703)267-8000	(703)267-8000		
Family Business	Kim, Christine	christine.kim@cgi.com	(555)555-5555			
Rainy Days	Tannehill, Gavin	system_test@hotmail.com	(703)555-1234			
SK Fashions	Fashion Vendor, Susan	susan.kennedy@cgi.com	(703)555-1234			

Notified by Fax

Vendor Name	Contact Name	Email Address	Phone Number	Fax Number	SWAM	Notify Date
Taylor Swift	Taylor Swift			(703)555-5555		

Notified by Buyer

Vendor Name	Contact Name	Email Address	Phone Number	Fax Number	SWAM	Notify Date
Family Business	Kim, Christine	ckim1017@hotmail.com	(555)555-5555	(555)555-5555		

Printing the Vendor Notification List

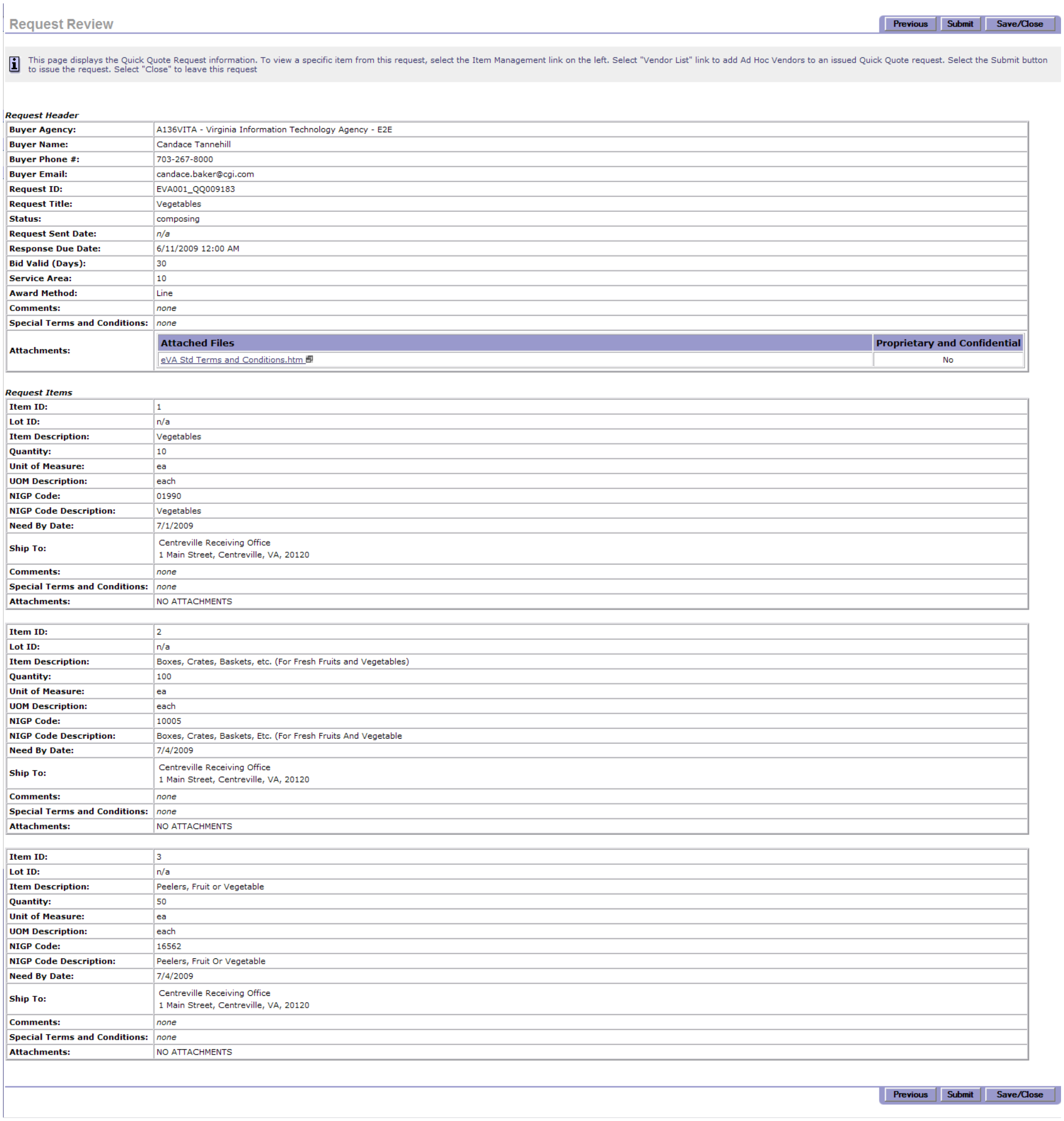
You can print this page using your browser's **Print** function and keep it as a record of the vendors that will be notified. You can also use it as a helpful reminder to notify vendors in the Notified by Buyer section. (You can return to this page later.)

After you print this page, click **Next** to go to the Request Review page.

Request Review

Use the Request Review page to review your Quick Quote request. You can also print the Quick Quote request by using your browser's **Print** function. This page provides the details for each item so you can deliver a printed version of the request, along with any attachments, to the vendors in the Notified by Buyer section on the Vendor Notification page.

To print attachments, select the link for each attachment and print them from their own pages.



This page displays the Quick Quote Request information. To view a specific item from this request, select the Item Management link on the left. Select "Vendor List" link to add Ad Hoc Vendors to an issued Quick Quote request. Select the Submit button to issue the request. Select "Close" to leave this request

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Tannehill
Buyer Phone #:	703-267-8000
Buyer Email:	candace.baker@cgi.com
Request ID:	EVA001_QQ009183
Request Title:	Vegetables
Status:	composing
Request Sent Date:	*n/a*
Response Due Date:	6/11/2009 12:00 AM
Bid Valid (Days):	30
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	**Attached Files**: eVA Std Terms and Conditions.htm **Proprietary and Confidential**: No

Request Items

Item ID:	1
Lot ID:	n/a
Item Description:	Vegetables
Quantity:	10
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	01990
NIGP Code Description:	Vegetables
Need By Date:	7/1/2009
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	NO ATTACHMENTS

Item ID:	2
Lot ID:	n/a
Item Description:	Boxes, Crates, Baskets, etc. (For Fresh Fruits and Vegetables)
Quantity:	100
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	10005
NIGP Code Description:	Boxes, Crates, Baskets, Etc. (For Fresh Fruits And Vegetable
Need By Date:	7/4/2009
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	NO ATTACHMENTS

Item ID:	3
Lot ID:	n/a
Item Description:	Peelers, Fruit or Vegetable
Quantity:	50
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	16562
NIGP Code Description:	Peelers, Fruit Or Vegetable
Need By Date:	7/4/2009
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	NO ATTACHMENTS

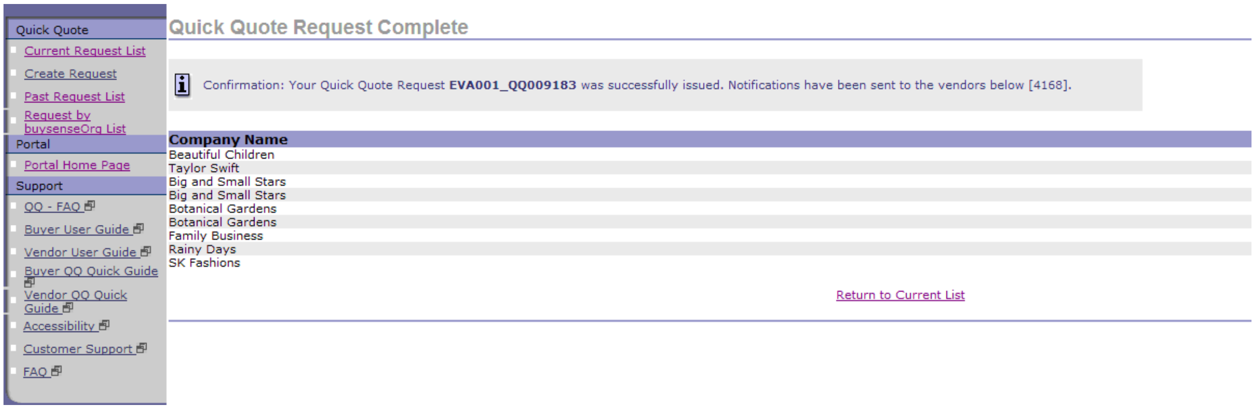
To make changes, return to the Request Header, Item Management, Vendor List, or Vendor Notification pages by clicking the corresponding link in the left menu.

To save the Quick Quote request without issuing it, click **Save/Close**.

To send the Quick Quote request to the vendors and go to the Quick Quote Request Complete page, click **Submit**.

Quick Quote Request Complete

This page displays the name of the registered vendors who have been notified of the request.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Return to Current List

Quick Quote Request Complete

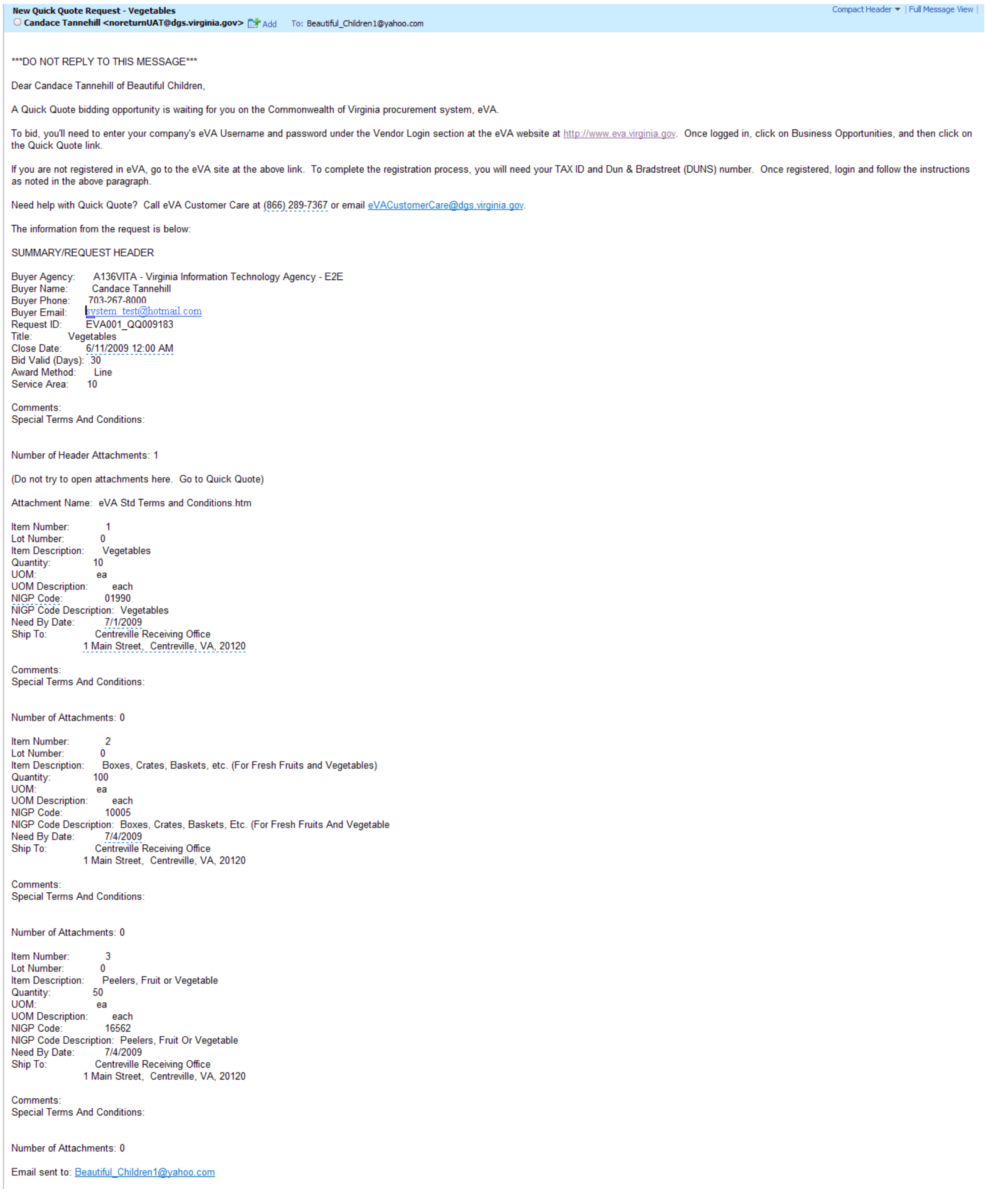
Confirmation: Your Quick Quote Request **EVA001_QQ009183** was successfully issued. Notifications have been sent to the vendors below [4168].

Company Name
Beautiful Children
Taylor Swift
Big and Small Stars
Big and Small Stars
Botanical Gardens
Botanical Gardens
Family Business
Rainy Days
SK Fashions

The notification includes all of the Quick Quote request information—header and line items, comments, eVA Standard Terms and Conditions, and the number of attachments.

Ad hoc vendors receive the same message as registered vendors. If the ad hoc vendor TIN does not match the vendor TIN at eVA registration, the vendor will not be able to view requests even though it has received notification.

A sample notification is displayed. The same text is used for both email and fax notifications.



New Quick Quote Request - Vegetables
○ **Candace Tannehill <noreturnUAT@dgs.virginia.gov>** To: Beautiful_Children1@yahoo.com

DO NOT REPLY TO THIS MESSAGE

Dear Candace Tannehill of Beautiful Children,

A Quick Quote bidding opportunity is waiting for you on the Commonwealth of Virginia procurement system, eVA.

To bid, you'll need to enter your company's eVA Username and password under the Vendor Login section at the eVA website at http://www.eva.virginia.gov. Once logged in, click on Business Opportunities, and then click on the Quick Quote link.

If you are not registered in eVA, go to the eVA site at the above link. To complete the registration process, you will need your TAX ID and Dun & Bradstreet (DUNS) number. Once registered, login and follow the instructions as noted in the above paragraph.

Need help with Quick Quote? Call eVA Customer Care at (866) 289-7367 or email eVACustomerCare@dgs.virginia.gov.

The information from the request is below:

SUMMARY/REQUEST HEADER

Buyer Agency: A136VITA - Virginia Information Technology Agency - E2E
Buyer Name: Candace Tannehill
Buyer Phone: 703-267-8000
Buyer Email: system_test@hotmail.com
Request ID: EVA001_QQ009183
Title: Vegetables
Close Date: 6/11/2009 12:00 AM
Bid Valid (Days): 30
Award Method: Line
Service Area: 10

Comments:
Special Terms And Conditions:

Number of Header Attachments: 1

(Do not try to open attachments here. Go to Quick Quote)

Attachment Name: eVA Std Terms and Conditions.htm

Item Number: 1
Lot Number: 0
Item Description: Vegetables
Quantity: 10
UOM: ea
UOM Description: each
NIGP Code: 01990
NIGP Code Description: Vegetables
Need By Date: 7/1/2009
Ship To: Centreville Receiving Office
1 Main Street, Centreville, VA, 20120

Comments:
Special Terms And Conditions:

Number of Attachments: 0

Item Number: 2
Lot Number: 0
Item Description: Boxes, Crates, Baskets, etc. (For Fresh Fruits and Vegetables)
Quantity: 100
UOM: ea
UOM Description: each
NIGP Code: 10005
NIGP Code Description: Boxes, Crates, Baskets, Etc. (For Fresh Fruits And Vegetable
Need By Date: 7/4/2009
Ship To: Centreville Receiving Office
1 Main Street, Centreville, VA, 20120

Comments:
Special Terms And Conditions:

Number of Attachments: 0

Item Number: 3
Lot Number: 0
Item Description: Peelers, Fruit or Vegetable
Quantity: 50
UOM: ea
UOM Description: each
NIGP Code: 16562
NIGP Code Description: Peelers, Fruit Or Vegetable
Need By Date: 7/4/2009
Ship To: Centreville Receiving Office
1 Main Street, Centreville, VA, 20120

Comments:
Special Terms And Conditions:

Number of Attachments: 0

Email sent to: Beautiful_Children1@yahoo.com

Help for Vendors

The notification includes detailed instructions for accessing Quick Quote and how to get assistance.

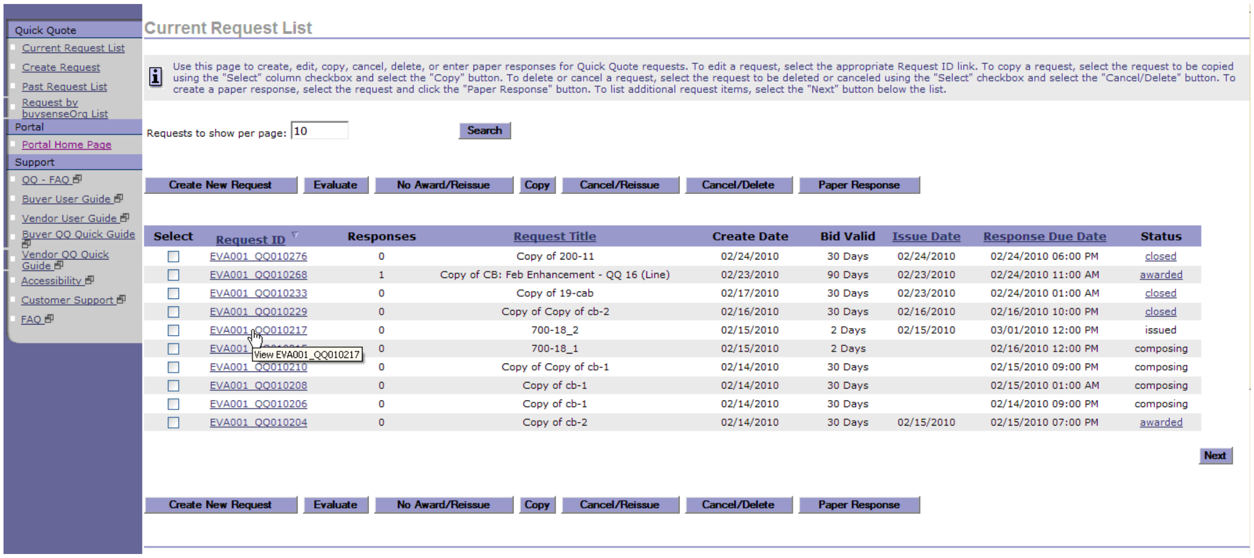
If a vendor calls you for help with responding to a request, refer them to the *Quick Quote Vendor User Guide*. Vendors can access the guide from the **QQ - User Guide** link in the left navigation menu of Quick Quote.

You can access the *Quick Quote Vendor User Guide* by clicking the **QQ – Vendor User Guide** link from the Support section of the left navigation menu.

Add Vendor to an *Issued* Request

You can still add new vendors after a request is submitted and is in *issued* status.

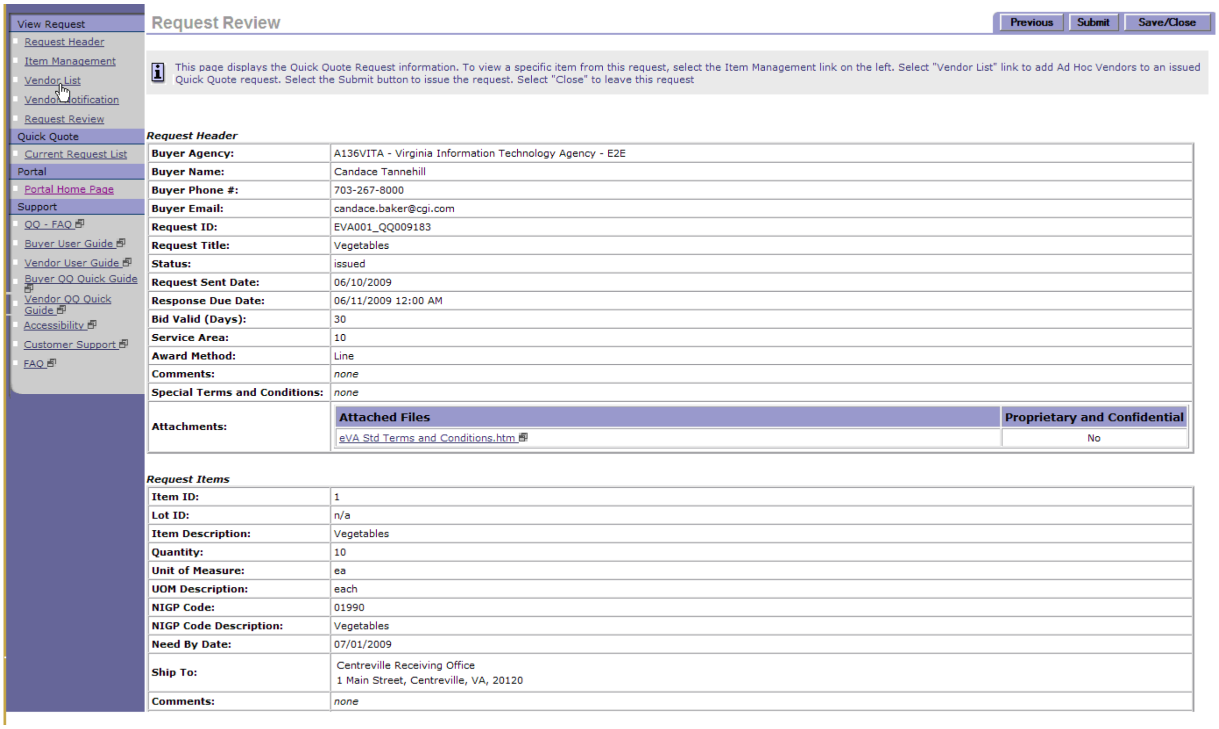
On the Current Request List, locate the issued request and click its link under the Request ID column.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Current Request List
Requests to show per page: 10
Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response
View EVA001_QQ010217
Next

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ010276	0	Copy of 200-11	02/24/2010	30 Days	02/24/2010	02/24/2010 06:00 PM	closed
☐	EVA001_QQ010268	1	Copy of CB: Feb Enhancement - QQ 16 (Line)	02/23/2010	90 Days	02/23/2010	02/24/2010 11:00 AM	awarded
☐	EVA001_QQ010233	0	Copy of 19-cab	02/17/2010	30 Days	02/23/2010	02/24/2010 01:00 AM	closed
☐	EVA001_QQ010229	0	Copy of Copy of cb-2	02/16/2010	30 Days	02/16/2010	02/16/2010 10:00 PM	closed
☐	EVA001_QQ010217	0	700-18_2	02/15/2010	2 Days	02/15/2010	03/01/2010 12:00 PM	issued
☐	EVA001	0	700-18_1	02/15/2010	2 Days		02/16/2010 12:00 PM	composing
☐	EVA001_QQ010210	0	Copy of Copy of cb-1	02/14/2010	30 Days		02/15/2010 09:00 PM	composing
☐	EVA001_QQ010208	0	Copy of cb-1	02/14/2010	30 Days		02/15/2010 01:00 AM	composing
☐	EVA001_QQ010206	0	Copy of cb-1	02/14/2010	30 Days		02/14/2010 09:00 PM	composing
☐	EVA001_QQ010204	0	Copy of cb-2	02/14/2010	30 Days	02/15/2010	02/15/2010 07:00 PM	awarded

Click the **Vendor List** link from the left menu.


View Request
Request Header
Item Management
Vendor List
Vendor Notification
Request Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Request Review
Previous
Submit
Save/Close

This page displays the Quick Quote Request information. To view a specific item from this request, select the Item Management link on the left. Select "Vendor List" link to add Ad Hoc Vendors to an issued Quick Quote request. Select the Submit button to issue the request. Select "Close" to leave this request

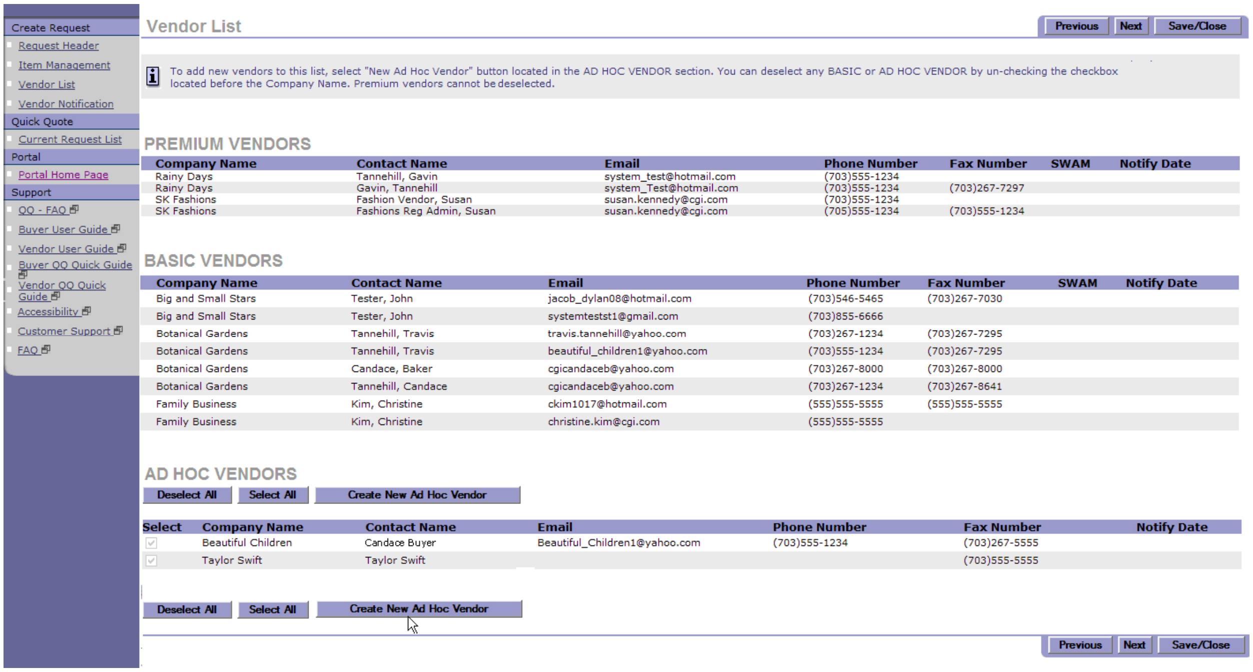
Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Tannehill
Buyer Phone #:	703-267-8000
Buyer Email:	candace.baker@cgi.com
Request ID:	EVA001_QQ009183
Request Title:	Vegetables
Status:	issued
Request Sent Date:	06/10/2009
Response Due Date:	06/11/2009 12:00 AM
Bid Valid (Days):	30
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	**Attached Files**: eVA Std Terms and Conditions.htm **Proprietary and Confidential**: No

Request Items

Item ID:	1
Lot ID:	n/a
Item Description:	Vegetables
Quantity:	10
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	01990
NIGP Code Description:	Vegetables
Need By Date:	07/01/2009
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Comments:	*none*

Click **Create New Ad Hoc Vendor** and follow the instructions outlined earlier in this guide to add a vendor. Be sure to submit the request again so the new vendor will be notified of the request.


Create Request
Request Header
Item Management
Vendor List
Vendor Notification
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Save/Close
Deselect All
Select All
Create New Ad Hoc Vendor

Vendor List

To add new vendors to this list, select "New Ad Hoc Vendor" button located in the AD HOC VENDOR section. You can deselect any BASIC or AD HOC VENDOR by un-checking the checkbox located before the Company Name. Premium vendors cannot be deselected.

PREMIUM VENDORS

Company Name	Contact Name	Email	Phone Number	Fax Number	SWAM	Notify Date
Rainy Days	Tannehill, Gavin	system_test@hotmail.com	(703)555-1234			
Rainy Days	Gavin, Tannehill	system_Test@hotmail.com	(703)555-1234	(703)267-7297		
SK Fashions	Fashion Vendor, Susan	susan.kennedy@cgi.com	(703)555-1234			
SK Fashions	Fashions Reg Admin, Susan	susan.kennedy@cgi.com	(705)555-1234	(703)555-1234		

BASIC VENDORS

Company Name	Contact Name	Email	Phone Number	Fax Number	SWAM	Notify Date
Big and Small Stars	Tester, John	jacob_dylan08@hotmail.com	(703)546-5465	(703)267-7030		
Big and Small Stars	Tester, John	systemtestst1@gmail.com	(703)855-6666			
Botanical Gardens	Tannehill, Travis	travis.tannehill@yahoo.com	(703)267-1234	(703)267-7295		
Botanical Gardens	Tannehill, Travis	beautiful_children1@yahoo.com	(703)555-1234	(703)267-7295		
Botanical Gardens	Candace, Baker	cgicandaceb@yahoo.com	(703)267-8000	(703)267-8000		
Botanical Gardens	Tannehill, Candace	cgicandaceb@yahoo.com	(703)267-1234	(703)267-8641		
Family Business	Kim, Christine	ckim1017@hotmail.com	(555)555-5555	(555)555-5555		
Family Business	Kim, Christine	christine.kim@cgi.com	(555)555-5555			

AD HOC VENDORS

Select	Company Name	Contact Name	Email	Phone Number	Fax Number	Notify Date
☑	Beautiful Children	Candace Buyer	Beautiful_Children1@yahoo.com	(703)555-1234	(703)267-5555	
☑	Taylor Swift	Taylor Swift			(703)555-5555	

The Notify Date column indicates when vendors were notified of the Quick Quote request. The Notify Date for newly added Ad Hoc Vendors will be blank until the Quick Quote is sent to the newly added vendor.

> *You cannot add additional vendors after the request has closed.*

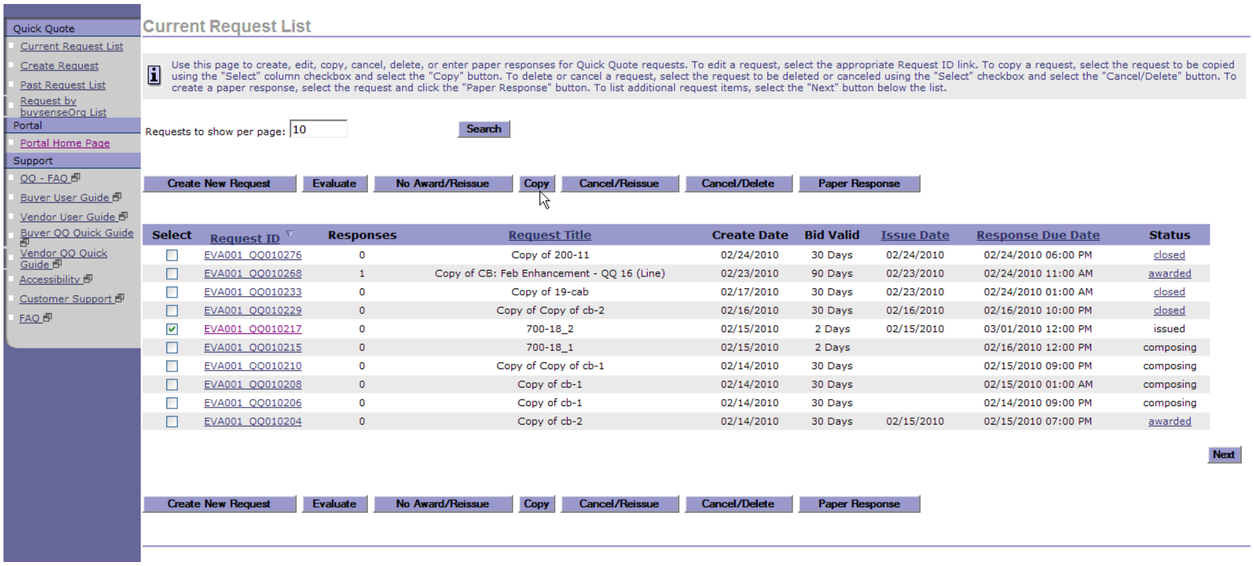
Copy a Quick Quote Request

You can copy an existing request as a shortcut to creating a new Quick Quote request.

To copy an existing request that is similar to the request you want to submit, find a request that contains much of the information you need and follow these steps:

1. Navigate to any Request List (Past, Current, or buysenseOrg).
2. Find the request that is similar to the request you want to create and select the check box in the Select column.

3. Click the **Copy** button.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response
Next

Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

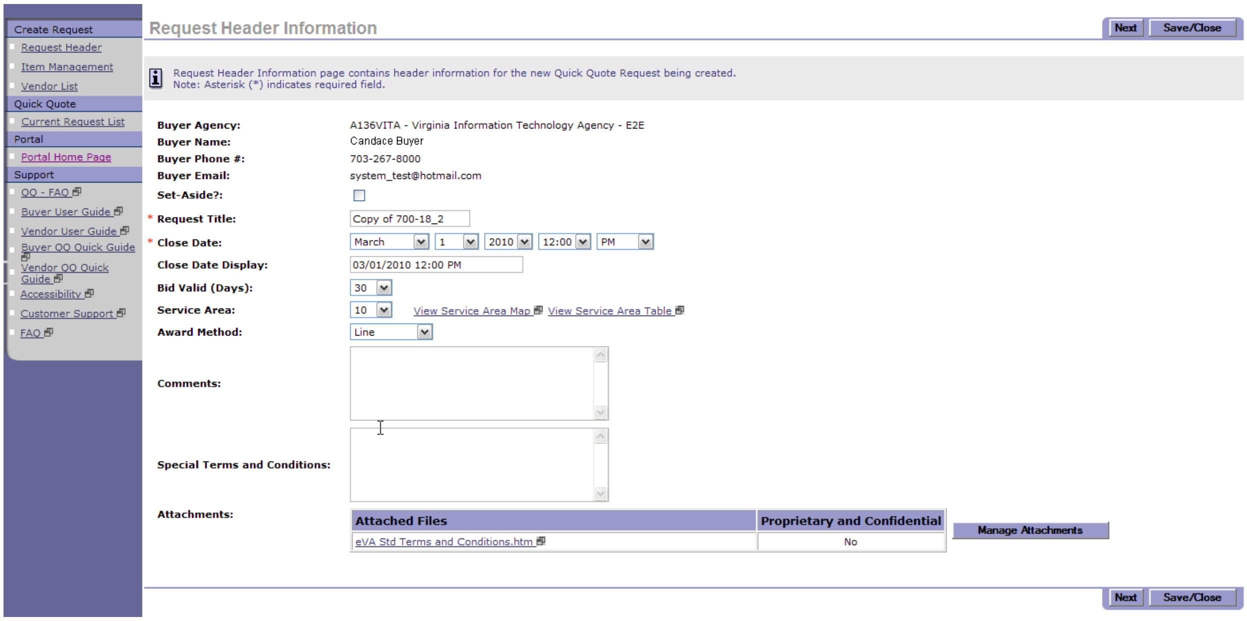
Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ010276	0	Copy of 200-11	02/24/2010	30 Days	02/24/2010	02/24/2010 06:00 PM	closed
☐	EVA001_QQ010268	1	Copy of CB: Feb Enhancement - QQ 16 (Line)	02/23/2010	90 Days	02/23/2010	02/24/2010 11:00 AM	awarded
☐	EVA001_QQ010233	0	Copy of 19-cab	02/17/2010	30 Days	02/23/2010	02/24/2010 01:00 AM	closed
☐	EVA001_QQ010229	0	Copy of Copy of cb-2	02/16/2010	30 Days	02/16/2010	02/16/2010 10:00 PM	closed
☑	EVA001_QQ010217	0	700-18_2	02/15/2010	2 Days	02/15/2010	03/01/2010 12:00 PM	issued
☐	EVA001_QQ010215	0	700-18_1	02/15/2010	2 Days		02/16/2010 12:00 PM	composing
☐	EVA001_QQ010210	0	Copy of Copy of cb-1	02/14/2010	30 Days		02/15/2010 09:00 PM	composing
☐	EVA001_QQ010208	0	Copy of cb-1	02/14/2010	30 Days		02/15/2010 01:00 AM	composing
☐	EVA001_QQ010206	0	Copy of cb-1	02/14/2010	30 Days		02/14/2010 09:00 PM	composing
☐	EVA001_QQ010204	0	Copy of cb-2	02/14/2010	30 Days	02/15/2010	02/15/2010 07:00 PM	awarded

> *You can copy only one request at a time. If you select more than one and click **Copy**, you will receive an error message.*

The new request contains all data copied from the original request, with these exceptions:

- Attachments are not copied
- If the Set-Aside? box was checked, this will not copy forward to the new request
- Your current user information (Name, Agency, Phone, Email, Ship To) is added to the new request, even if the original request had different information or you copied another user's request
- The link to the current standard terms and conditions is displayed
- The Request Title is preceded with *Copy of…*


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Save/Close
View Service Area Map
View Service Area Table
Manage Attachments

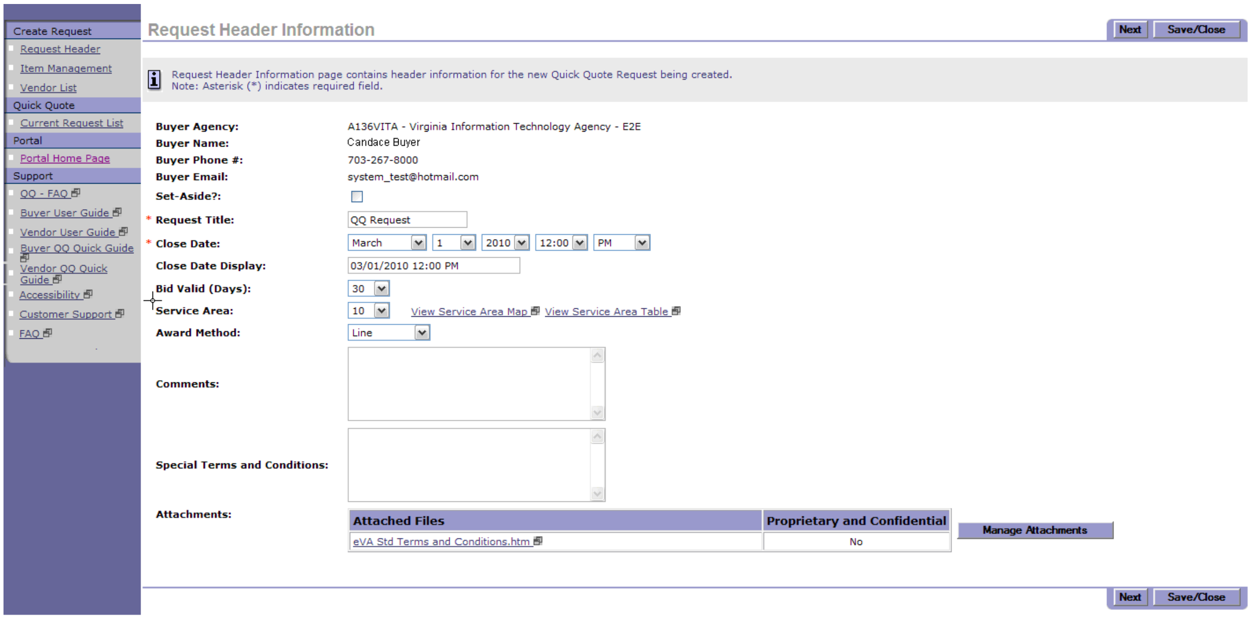
Request Header Information

Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

Buyer Agency: A136VITA - Virginia Information Technology Agency - E2E
Buyer Name: Candace Buyer
Buyer Phone #: 703-267-8000
Buyer Email: system_test@hotmail.com
Set-Aside?: ☐
* Request Title: Copy of 700-18_2
* Close Date: March 1 2010 12:00 PM
Close Date Display: 03/01/2010 12:00 PM
Bid Valid (Days): 30
Service Area: 10
Award Method: Line
Comments:
Special Terms and Conditions:
Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

4. Enter a new Request Title and adjust the dates for the new request. Make any additional changes needed to header items.


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Save/Close
View Service Area Map
View Service Area Table
Manage Attachments
Next
Save/Close

Request Header Information

Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

Buyer Agency: A136VITA - Virginia Information Technology Agency - E2E
Buyer Name: Candace Buyer
Buyer Phone #: 703-267-8000
Buyer Email: system_test@hotmail.com
Set-Aside?: ☐
* **Request Title:** QQ Request
* **Close Date:** March 1 2010 12:00 PM
Close Date Display: 03/01/2010 12:00 PM
Bid Valid (Days): 30
Service Area: 10
Award Method: Line
Comments:
Special Terms and Conditions:
Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

5. Add any attachments needed. Only the default *eVA Std Terms and Conditions* is copied into the new request.

6. Click **Next** to continue to the Item Management page. The items from the copied request will appear. Edit any item by clicking the **Edit** link next to the item. Add any additional items needed.

7. The Add NIGP Codes from the copied request are displayed. You can delete any of these codes or add new ones.

8. Click **Next** on the Item Management page to generate the Vendor List. Click **Next** to continue to the Vendor Notification page, and then the Request Review page. Click **Submit** on the Request Review page to issue the new request. To save the new request without issuing it, click **Save/Close**.

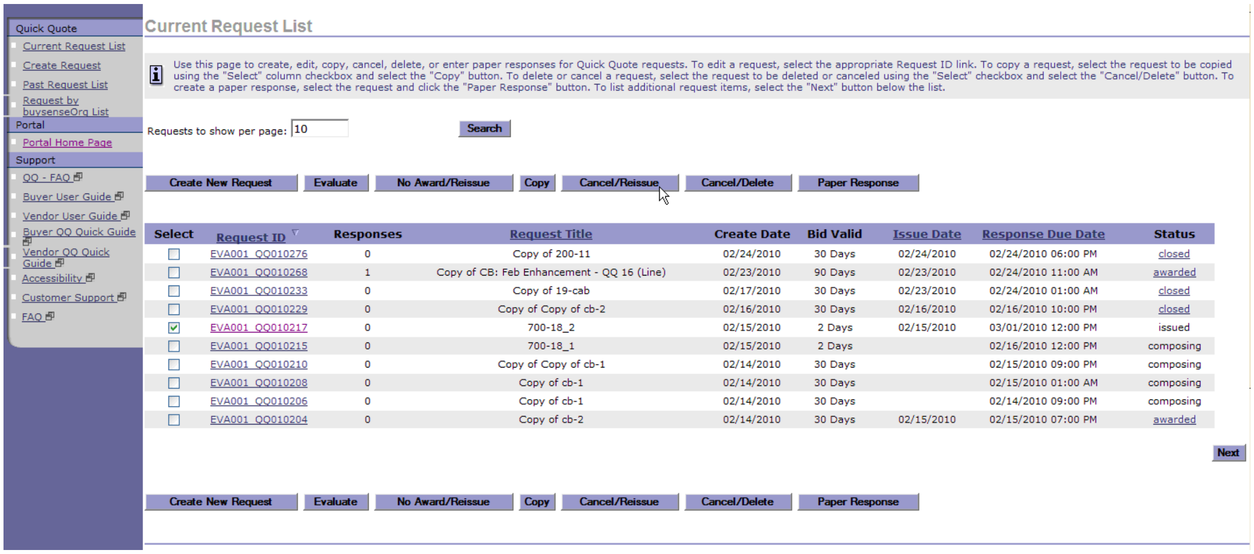
Cancel and Reissue a Quick Quote Request

You can cancel and reissue requests that are in *issued* or *canceled* status. The existing request is updated to *canceled* and a new request is created by copying the existing (*canceled*) request. You can only cancel and reissue one request at a time, and only one cancel and reissue action will be allowed on a request.

> *You cannot cancel and reissue a request that has already been reissued; you will receive an error message.*

To cancel and reissue a new request, follow the steps outlined below.

1. On the Current Request List page, select the check box in the Select column next to the request you want to cancel and reissue, and then click **Cancel/Reissue**.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response
Next

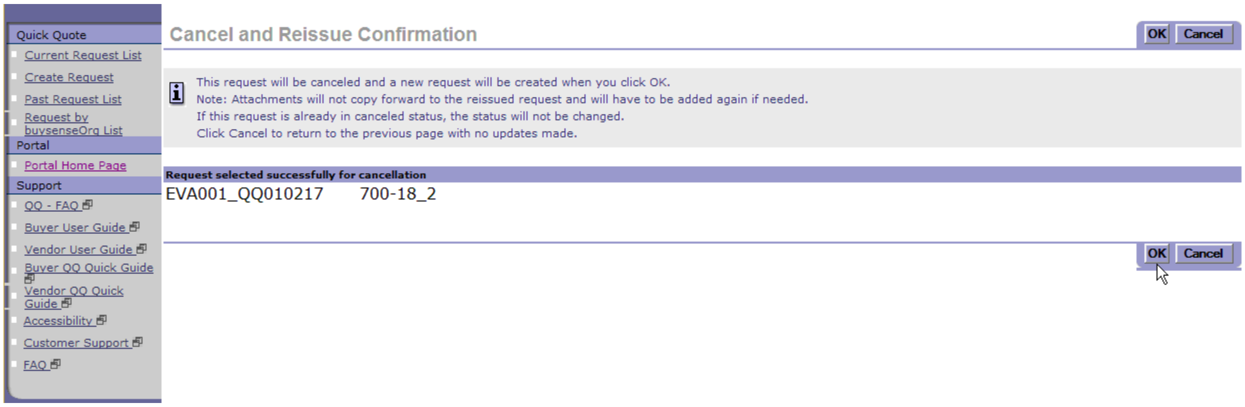
Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ010276	0	Copy of 200-11	02/24/2010	30 Days	02/24/2010	02/24/2010 06:00 PM	closed
☐	EVA001_QQ010268	1	Copy of CB: Feb Enhancement - QQ 16 (Line)	02/23/2010	90 Days	02/23/2010	02/24/2010 11:00 AM	awarded
☐	EVA001_QQ010233	0	Copy of 19-cab	02/17/2010	30 Days	02/23/2010	02/24/2010 01:00 AM	closed
☐	EVA001_QQ010229	0	Copy of Copy of cb-2	02/16/2010	30 Days	02/16/2010	02/16/2010 10:00 PM	closed
☑	EVA001_QQ010217	0	700-18_2	02/15/2010	2 Days	02/15/2010	03/01/2010 12:00 PM	issued
☐	EVA001_QQ010215	0	700-18_1	02/15/2010	2 Days		02/16/2010 12:00 PM	composing
☐	EVA001_QQ010210	0	Copy of Copy of cb-1	02/14/2010	30 Days		02/15/2010 09:00 PM	composing
☐	EVA001_QQ010208	0	Copy of cb-1	02/14/2010	30 Days		02/15/2010 01:00 AM	composing
☐	EVA001_QQ010206	0	Copy of cb-1	02/14/2010	30 Days		02/14/2010 09:00 PM	composing
☐	EVA001_QQ010204	0	Copy of cb-2	02/14/2010	30 Days	02/15/2010	02/15/2010 07:00 PM	awarded

The Cancel and Reissue Confirmation page displays the Quick Quote request that will be canceled.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
OK
Cancel

Cancel and Reissue Confirmation

This request will be canceled and a new request will be created when you click OK.
Note: Attachments will not copy forward to the reissued request and will have to be added again if needed.
If this request is already in canceled status, the status will not be changed.
Click Cancel to return to the previous page with no updates made.

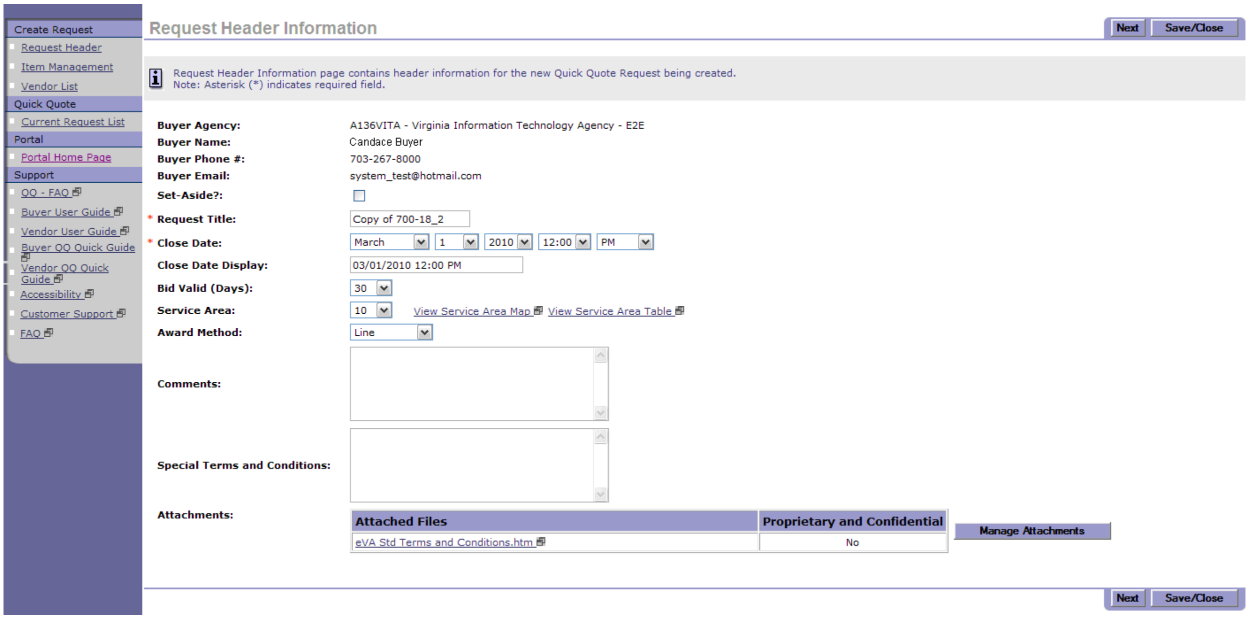
Request selected successfully for cancellation

EVA001_QQ010217 700-18_2

2. Click **OK** to continue with the cancel and reissue action. The selected Quick Quote request will be updated to *canceled* and a new request will be created. Click **Cancel** to return to the Current Request List–the reissue action will be canceled and the status of the selected request will remain unchanged.

   The new request contains all data copied from the original request, with these exceptions:

   - Attachments are not copied
   - If the Set-Aside? box was checked, this will not copy forward to the new request
   - The link to the current standard terms and conditions is displayed
   - The Request Title is preceded with *Copy of…*


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Save/Close
Manage Attachments
View Service Area Map
View Service Area Table

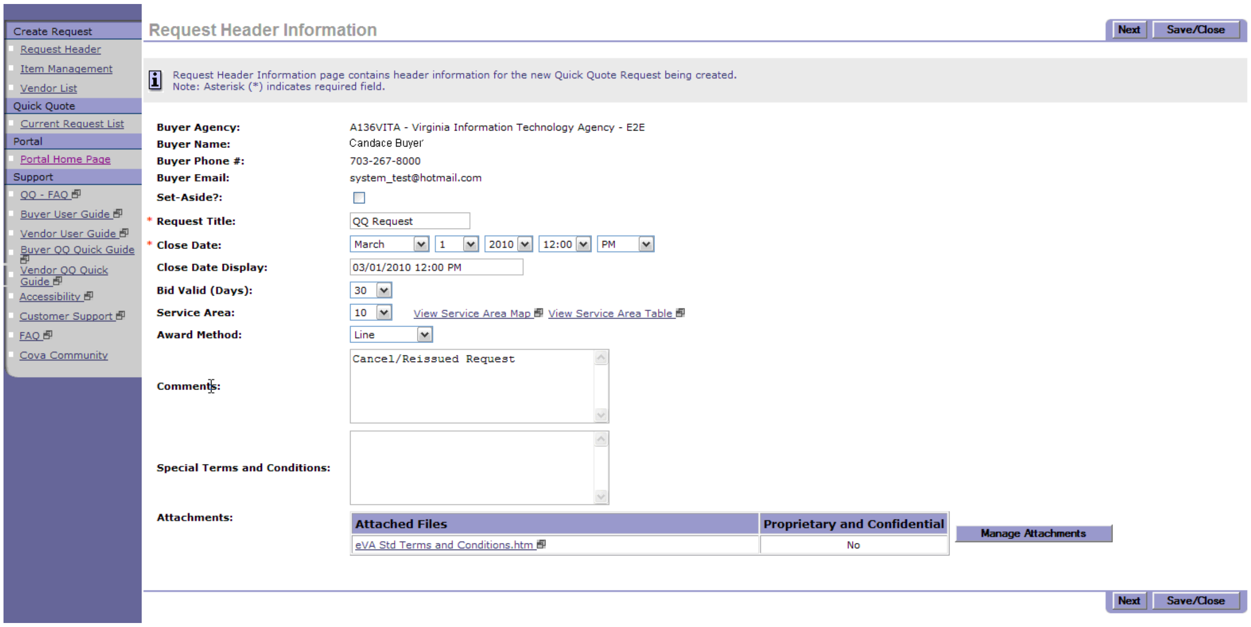
Request Header Information

Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	system_test@hotmail.com
Set-Aside?:	☐
* **Request Title:**	Copy of 700-18_2
* **Close Date:**	March 1 2010 12:00 PM
Close Date Display:	03/01/2010 12:00 PM
Bid Valid (Days):	30
Service Area:	10
Award Method:	Line
Comments:	
Special Terms and Conditions:	
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

3. Enter a new Request Title and adjust the dates for the new request. Make any additional changes needed to header items.


Create Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Cova Community
Next
Save/Close
Manage Attachments
View Service Area Map
View Service Area Table

Request Header Information

Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	system_test@hotmail.com
Set-Aside?:	☐
* **Request Title:**	QQ Request
* **Close Date:**	March 1 2010 12:00 PM
Close Date Display:	03/01/2010 12:00 PM
Bid Valid (Days):	30
Service Area:	10
Award Method:	Line
Comments:	Cancel/Reissued Request
Special Terms and Conditions:	
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

4. Add any attachments needed. Only the default *eVA Std Terms and Conditions* attachment is copied into the new reissued request.

5. Click **Next** to continue to the Item Management page. The items from the copied request are displayed. Edit any item by clicking the **Edit** link next to the item. Add any additional items.

6. The Add NIGP Codes from the copied request are displayed. You can delete any of these codes or add new ones.

7. Click **Next** on the Item Management page to generate the Vendor List. Click **Next** to continue to the Vendor Notification page, and then the Request Review page. Click

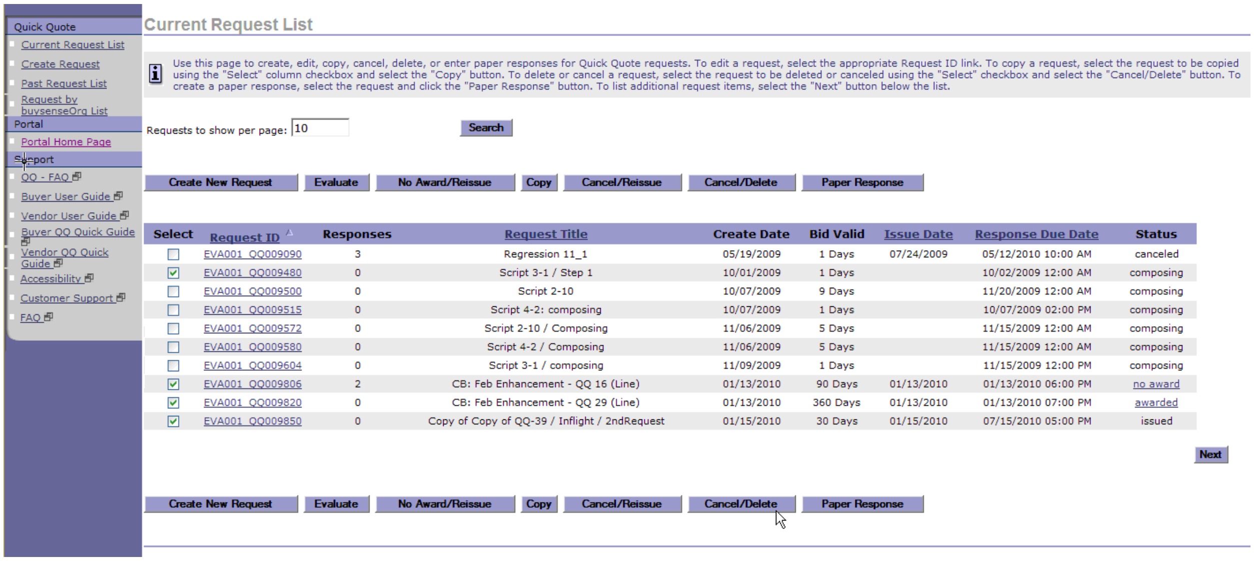
Submit on the Request Review page to issue the new request. To save the new request without issuing it, click **Save/Close**.

Cancel or Delete a Quick Quote Request

You can delete requests that have not been issued (that is, are still in *composing* status). Vendors will never see deleted requests because they were never issued.

You can cancel requests that have been issued but have not closed. When vendors view the request, they will see that it is in *canceled* status.

To cancel or delete requests, go to the Current Request List. Select the check box in the Select column next to the requests you want to cancel or delete, then click **Cancel/Delete**.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response
Next

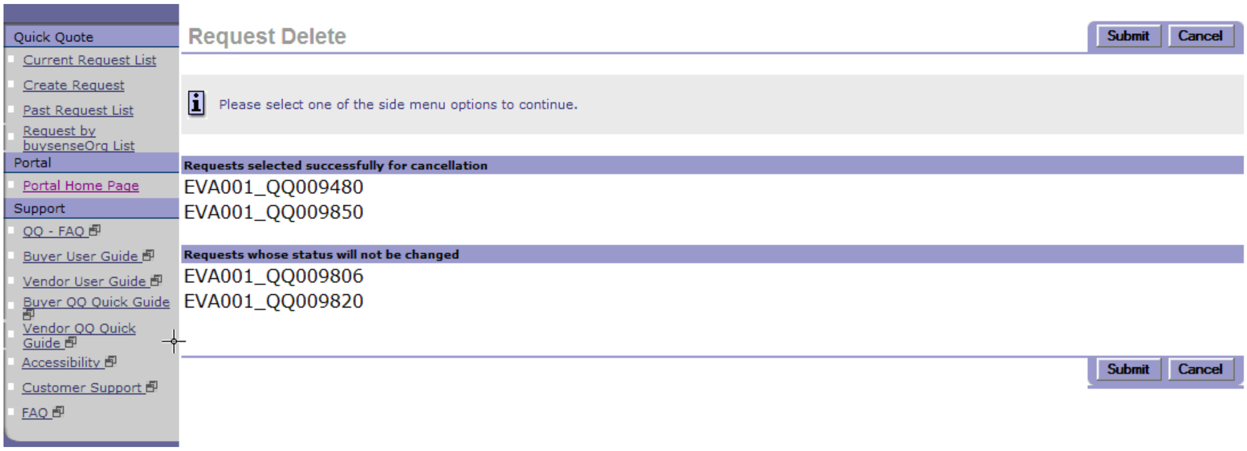
Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ009090	3	Regression 11_1	05/19/2009	1 Days	07/24/2009	05/12/2010 10:00 AM	canceled
☑	EVA001_QQ009480	0	Script 3-1 / Step 1	10/01/2009	1 Days		10/02/2009 12:00 AM	composing
☐	EVA001_QQ009500	0	Script 2-10	10/07/2009	9 Days		11/20/2009 12:00 AM	composing
☐	EVA001_QQ009515	0	Script 4-2: composing	10/07/2009	1 Days		10/07/2009 02:00 PM	composing
☐	EVA001_QQ009572	0	Script 2-10 / Composing	11/06/2009	5 Days		11/15/2009 12:00 AM	composing
☐	EVA001_QQ009580	0	Script 4-2 / Composing	11/06/2009	5 Days		11/15/2009 12:00 AM	composing
☐	EVA001_QQ009604	0	Script 3-1 / composing	11/09/2009	1 Days		11/15/2009 12:00 PM	composing
☑	EVA001_QQ009806	2	CB: Feb Enhancement - QQ 16 (Line)	01/13/2010	90 Days	01/13/2010	01/13/2010 06:00 PM	no award
☑	EVA001_QQ009820	0	CB: Feb Enhancement - QQ 29 (Line)	01/13/2010	360 Days	01/13/2010	01/13/2010 07:00 PM	awarded
☑	EVA001_QQ009850	0	Copy of Copy of QQ-39 / Inflight / 2ndRequest	01/15/2010	30 Days	01/15/2010	07/15/2010 05:00 PM	issued

If you select a request that is in any status other than *composing* or *issued*, the request status will not change. The Request Delete page displays the requests that will be deleted or canceled, and those that will remain unchanged.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Submit
Cancel

Request Delete

Please select one of the side menu options to continue.

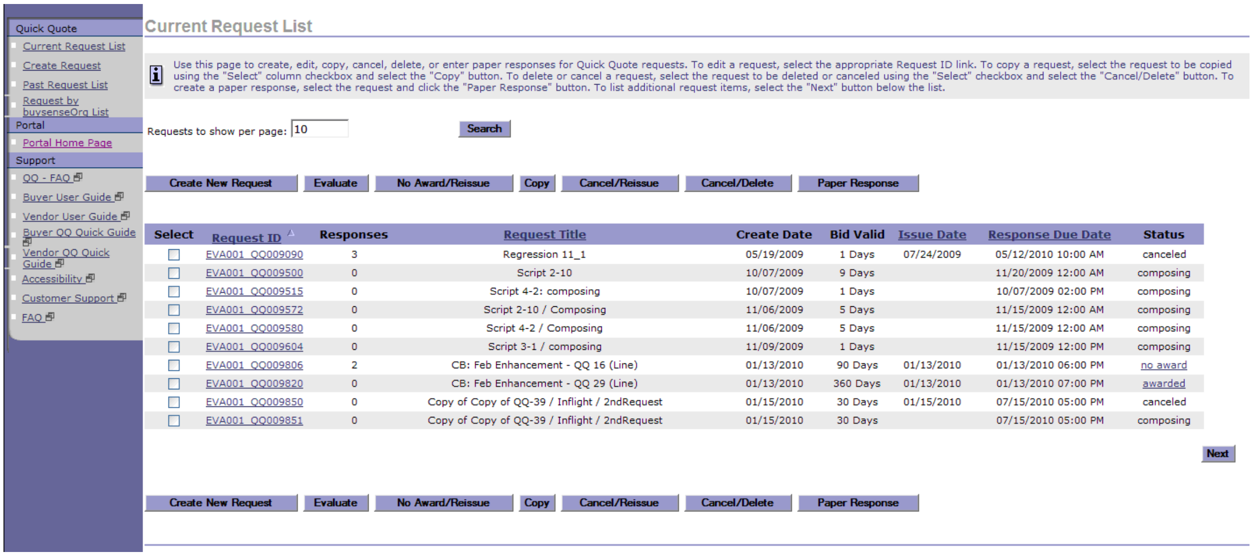
Requests selected successfully for cancellation

EVA001_QQ009480
EVA001_QQ009850

Requests whose status will not be changed

EVA001_QQ009806
EVA001_QQ009820

Click **Submit** to continue with the cancel or delete action and return to the Current Request List. The statuses of the requests you changed are updated.



Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ

Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ009090	3	Regression 11_1	05/19/2009	1 Days	07/24/2009	05/12/2010 10:00 AM	canceled
☐	EVA001_QQ009500	0	Script 2-10	10/07/2009	9 Days		11/20/2009 12:00 AM	composing
☐	EVA001_QQ009515	0	Script 4-2: composing	10/07/2009	1 Days		10/07/2009 02:00 PM	composing
☐	EVA001_QQ009572	0	Script 2-10 / Composing	11/06/2009	5 Days		11/15/2009 12:00 AM	composing
☐	EVA001_QQ009580	0	Script 4-2 / Composing	11/06/2009	5 Days		11/15/2009 12:00 AM	composing
☐	EVA001_QQ009604	0	Script 3-1 / composing	11/09/2009	1 Days		11/15/2009 12:00 PM	composing
☐	EVA001_QQ009806	2	CB: Feb Enhancement - QQ 16 (Line)	01/13/2010	90 Days	01/13/2010	01/13/2010 06:00 PM	no award
☐	EVA001_QQ009820	0	CB: Feb Enhancement - QQ 29 (Line)	01/13/2010	360 Days	01/13/2010	01/13/2010 07:00 PM	awarded
☐	EVA001_QQ009850	0	Copy of Copy of QQ-39 / Inflight / 2ndRequest	01/15/2010	30 Days	01/15/2010	07/15/2010 05:00 PM	canceled
☐	EVA001_QQ009851	0	Copy of Copy of QQ-39 / Inflight / 2ndRequest	01/15/2010	30 Days		07/15/2010 05:00 PM	composing

Next
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response

VENDOR RESPONSES

Multiple Responses from the Same Vendor

Vendors can offer multiple quotes for a request line item by submitting separate responses to the Quick Quote request. In this case, you will see multiple responses from the same vendor.

Vendor Changes

Until a request is closed, vendors can edit their responses as often as they want. They can view their submitted responses and make changes to any fields for any line. They can also delete any submitted responses.

After the Response Due date passes, the request closes. Vendors cannot make any more changes, and they cannot submit or delete any responses.

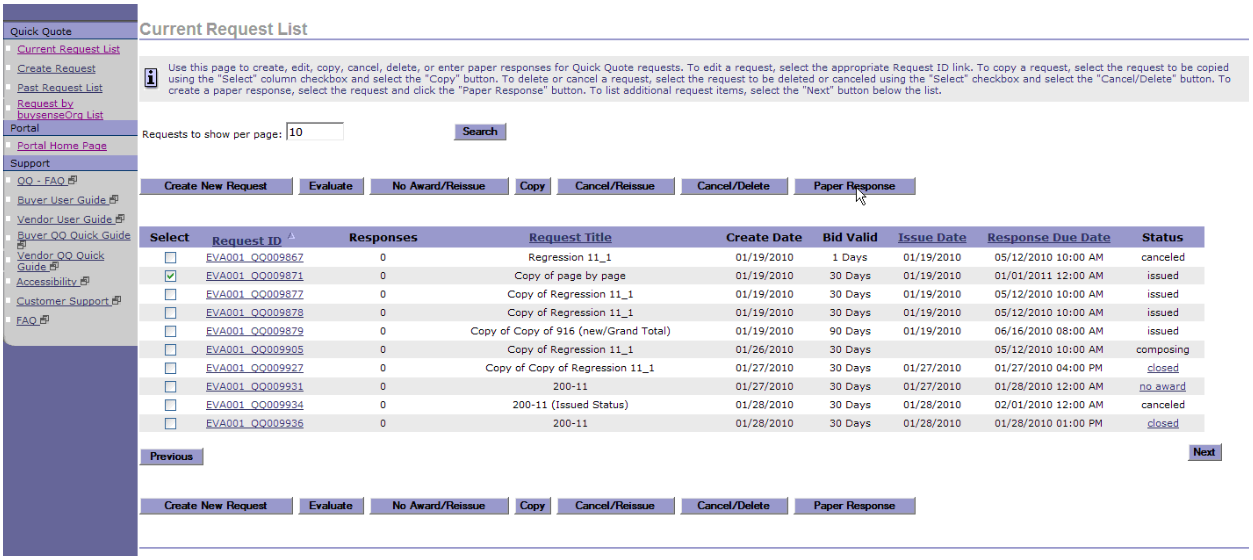
Paper Responses

A vendor might send a paper response to a Quick Quote request instead of responding to the request electronically. When this happens, you can enter a paper response on the vendor's behalf. After you submit the paper response, an email or fax notification is sent to the vendor. Vendors can view the paper responses submitted on their behalf, but they are not able to edit them.

> *You cannot enter a paper response for a request that has been evaluated, that is, a request that has a status of* awarded *or* no award*.*

To enter a paper response, follow these steps:

1. Select the check box next to a request and click the **Paper Response** button.



Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ

Current Request List

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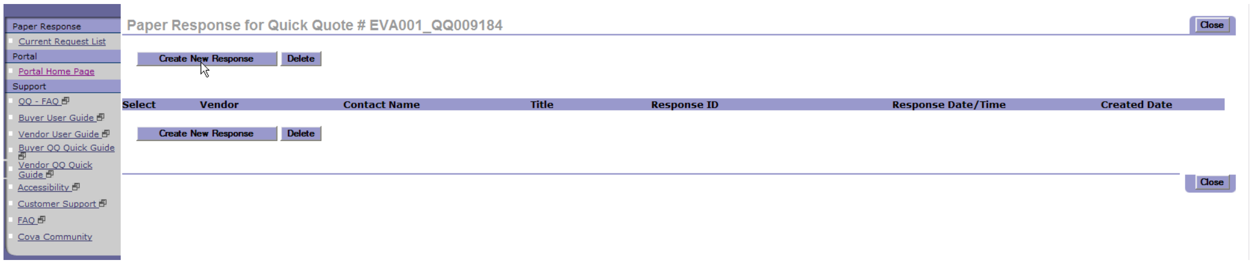
Requests to show per page: 10

Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ009867	0	Regression 11_1	01/19/2010	1 Days	01/19/2010	05/12/2010 10:00 AM	canceled
☑	EVA001_QQ009871	0	Copy of page by page	01/19/2010	30 Days	01/19/2010	01/01/2011 12:00 AM	issued
☐	EVA001_QQ009877	0	Copy of Regression 11_1	01/19/2010	30 Days	01/19/2010	05/12/2010 10:00 AM	issued
☐	EVA001_QQ009878	0	Copy of Regression 11_1	01/19/2010	30 Days	01/19/2010	05/12/2010 10:00 AM	issued
☐	EVA001_QQ009879	0	Copy of Copy of 916 (new/Grand Total)	01/19/2010	90 Days	01/19/2010	06/16/2010 08:00 AM	issued
☐	EVA001_QQ009905	0	Copy of Regression 11_1	01/26/2010	30 Days		05/12/2010 10:00 AM	composing
☐	EVA001_QQ009927	0	Copy of Copy of Regression 11_1	01/27/2010	30 Days	01/27/2010	01/27/2010 04:00 PM	closed
☐	EVA001_QQ009931	0	200-11	01/27/2010	30 Days	01/27/2010	01/28/2010 12:00 AM	no award
☐	EVA001_QQ009934	0	200-11 (Issued Status)	01/28/2010	30 Days	01/28/2010	02/01/2010 12:00 AM	canceled
☐	EVA001_QQ009936	0	200-11	01/28/2010	30 Days	01/28/2010	01/28/2010 01:00 PM	closed

Previous
Next
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response

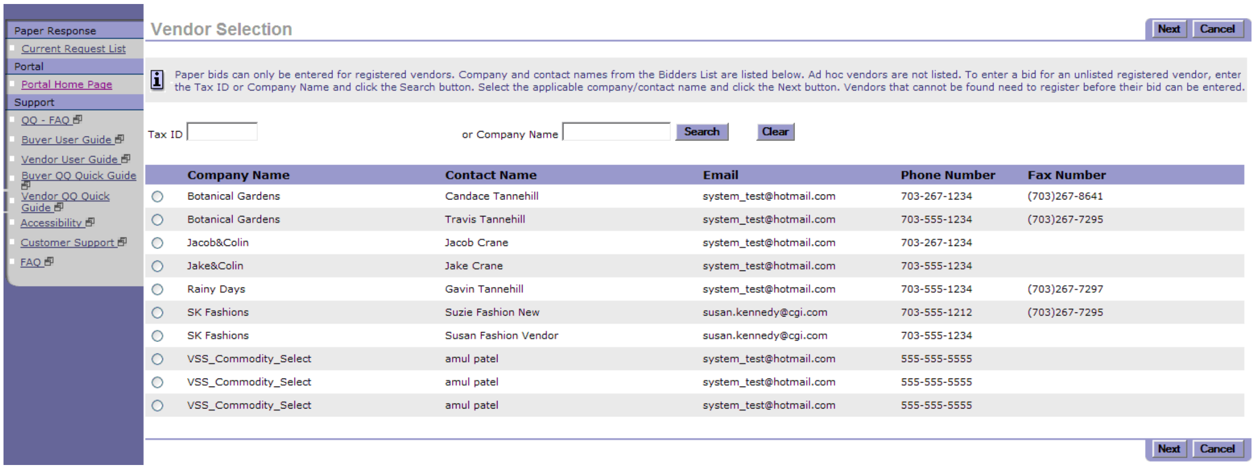
2. Click the **Create New Response** button on the Paper Response for Quick Quote # page.


Paper Response
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Cova Community
Close
Create New Response
Delete
Create New Response
Delete
Close

Paper Response for Quick Quote # EVA001_QQ009184

Select	Vendor	Contact Name	Title	Response ID	Response Date/Time	Created Date

3. The table on the Vendor Selection page initially displays all vendors who were on the Vendor List when the request was created with the exception of ad hoc vendors.


Paper Response
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Search
Clear
Next
Cancel

Vendor Selection

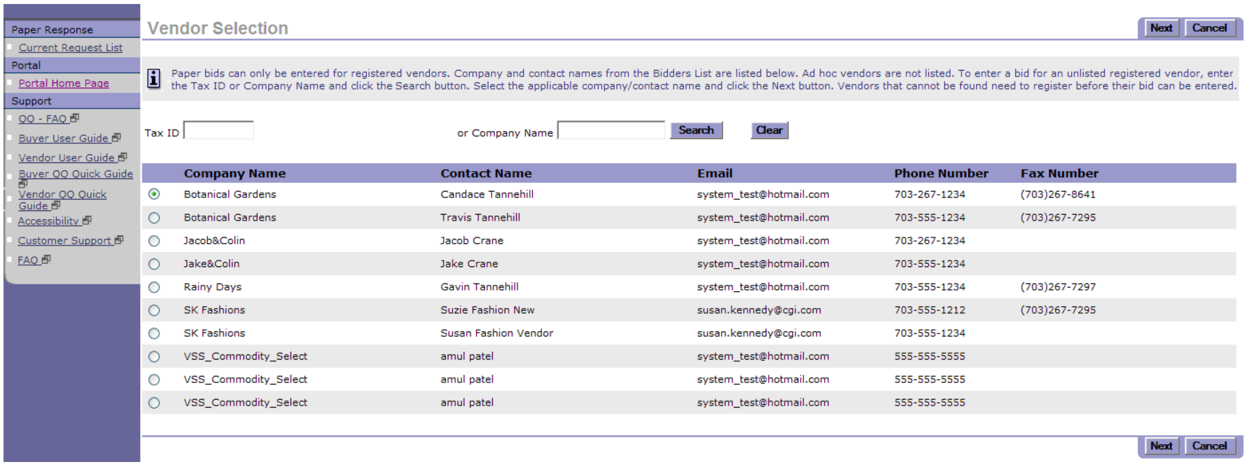
Paper bids can only be entered for registered vendors. Company and contact names from the Bidders List are listed below. Ad hoc vendors are not listed. To enter a bid for an unlisted registered vendor, enter the Tax ID or Company Name and click the Search button. Select the applicable company/contact name and click the Next button. Vendors that cannot be found need to register before their bid can be entered.

Tax ID

or Company Name

	Company Name	Contact Name	Email	Phone Number	Fax Number
○	Botanical Gardens	Candace Tannehill	system_test@hotmail.com	703-267-1234	(703)267-8641
○	Botanical Gardens	Travis Tannehill	system_test@hotmail.com	703-555-1234	(703)267-7295
○	Jacob&Colin	Jacob Crane	system_test@hotmail.com	703-267-1234	
○	Jake&Colin	Jake Crane	system_test@hotmail.com	703-555-1234	
○	Rainy Days	Gavin Tannehill	system_test@hotmail.com	703-555-1234	(703)267-7297
○	SK Fashions	Suzie Fashion New	susan.kennedy@cgi.com	703-555-1212	(703)267-7295
○	SK Fashions	Susan Fashion Vendor	susan.kennedy@cgi.com	703-555-1234	
○	VSS_Commodity_Select	amul patel	system_test@hotmail.com	555-555-5555	
○	VSS_Commodity_Select	amul patel	system_test@hotmail.com	555-555-5555	
○	VSS_Commodity_Select	amul patel	system_test@hotmail.com	555-555-5555	

a. If the vendor for which you want to create the paper response is on the list, select the radio button next to the vendor. Click **Next** to open the Response Header page.


Paper Response
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Search
Clear
Next
Cancel

Vendor Selection

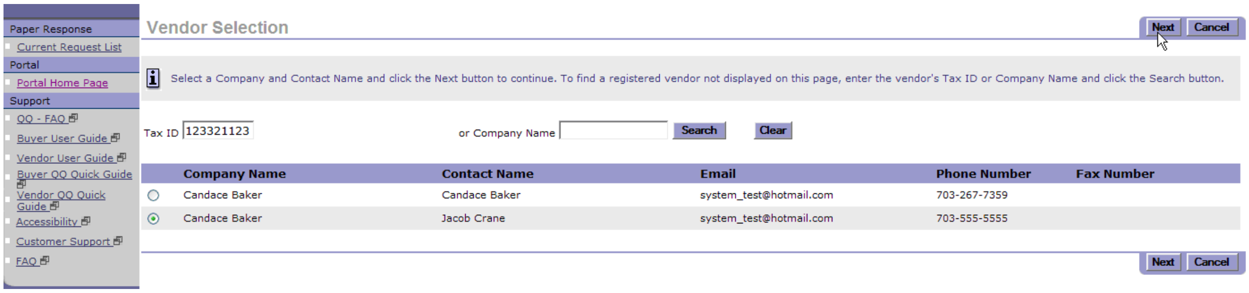
Paper bids can only be entered for registered vendors. Company and contact names from the Bidders List are listed below. Ad hoc vendors are not listed. To enter a bid for an unlisted registered vendor, enter the Tax ID or Company Name and click the Search button. Select the applicable company/contact name and click the Next button. Vendors that cannot be found need to register before their bid can be entered.

Tax ID

or Company Name

	Company Name	Contact Name	Email	Phone Number	Fax Number
●	Botanical Gardens	Candace Tannehill	system_test@hotmail.com	703-267-1234	(703)267-8641
○	Botanical Gardens	Travis Tannehill	system_test@hotmail.com	703-555-1234	(703)267-7295
○	Jacob&Colin	Jacob Crane	system_test@hotmail.com	703-267-1234	
○	Jake&Colin	Jake Crane	system_test@hotmail.com	703-555-1234	
○	Rainy Days	Gavin Tannehill	system_test@hotmail.com	703-555-1234	(703)267-7297
○	SK Fashions	Suzie Fashion New	susan.kennedy@cgi.com	703-555-1212	(703)267-7295
○	SK Fashions	Susan Fashion Vendor	susan.kennedy@cgi.com	703-555-1234	
○	VSS_Commodity_Select	amul patel	system_test@hotmail.com	555-555-5555	
○	VSS_Commodity_Select	amul patel	system_test@hotmail.com	555-555-5555	
○	VSS_Commodity_Select	amul patel	system_test@hotmail.com	555-555-5555	

b. If the vendor for which you want to create the paper response is not on the list, you can search for it. The vendor must be registered and active. Enter the vendor Tax ID or Company Name in the corresponding text boxes and click **Search.** After you have found the vendor, select it and click **Next** to open the Response Header page.


Paper Response
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Search
Clear

Vendor Selection

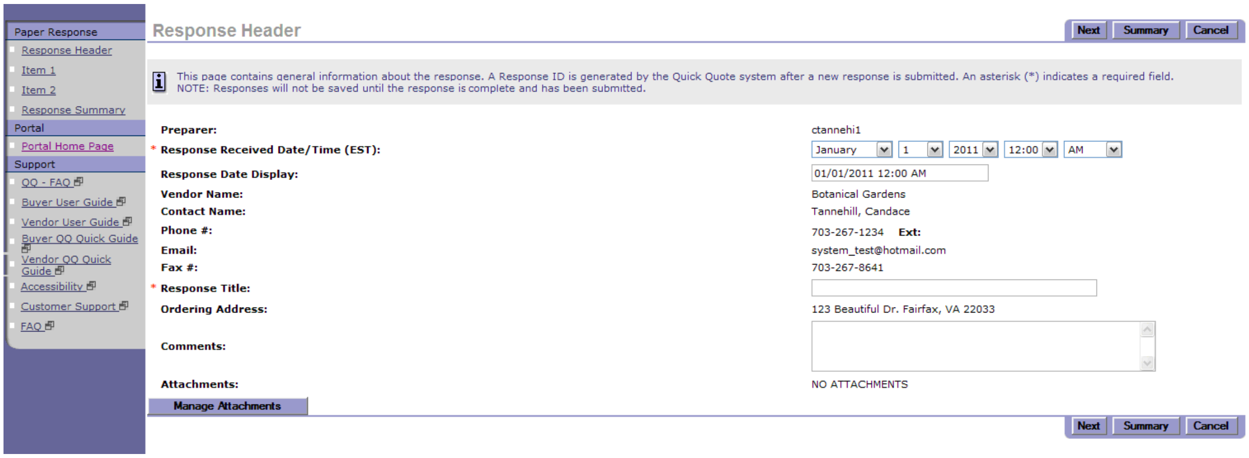
Select a Company and Contact Name and click the Next button to continue. To find a registered vendor not displayed on this page, enter the vendor's Tax ID or Company Name and click the Search button.

Tax ID 123321123 or Company Name

	Company Name	Contact Name	Email	Phone Number	Fax Number
○	Candace Baker	Candace Baker	system_test@hotmail.com	703-267-7359	
●	Candace Baker	Jacob Crane	system_test@hotmail.com	703-555-5555	

c. If the vendor is not on the initial list and you cannot find it during your search, you cannot enter a paper response at this time. Contact the vendor and have the vendor register in eVA.

4. The Response Header page displays with the vendor information. You are listed as the Preparer of the paper response. Enter the date that you received the paper response in the Response Received Date/Time section (Note: this date cannot be later than the Response Due Date.) Enter a Response Title and any other comments or attachments and click **Next**.

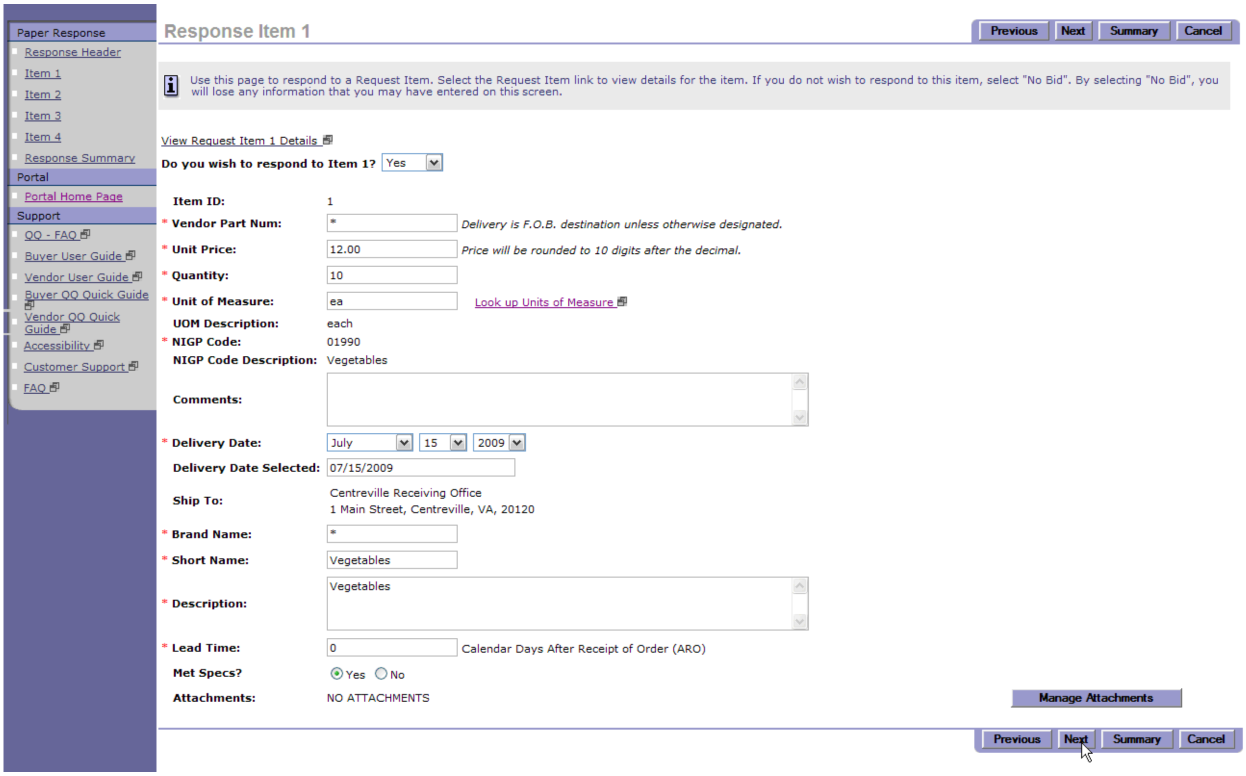

Paper Response
Response Header
Item 1
Item 2
Response Summary
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Summary
Cancel
Manage Attachments

Response Header

This page contains general information about the response. A Response ID is generated by the Quick Quote system after a new response is submitted. An asterisk (*) indicates a required field.
NOTE: Responses will not be saved until the response is complete and has been submitted.

Preparer:	ctannehi1
* Response Received Date/Time (EST):	January 1 2011 12:00 AM
Response Date Display:	01/01/2011 12:00 AM
Vendor Name:	Botanical Gardens
Contact Name:	Tannehill, Candace
Phone #:	703-267-1234 **Ext:**
Email:	system_test@hotmail.com
Fax #:	703-267-8641
* Response Title:	
Ordering Address:	123 Beautiful Dr. Fairfax, VA 22033
Comments:	
Attachments:	NO ATTACHMENTS

5. The first Response Item page displays with most of the information filled out. Enter the Unit Price for the line item, edit any other information, and click **Next** to go to the next Response Item page.


Paper Response
Response Header
Item 1
Item 2
Item 3
Item 4
Response Summary
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Summary
Cancel
View Request Item 1 Details
Look up Units of Measure
Manage Attachments
Previous
Next
Summary
Cancel

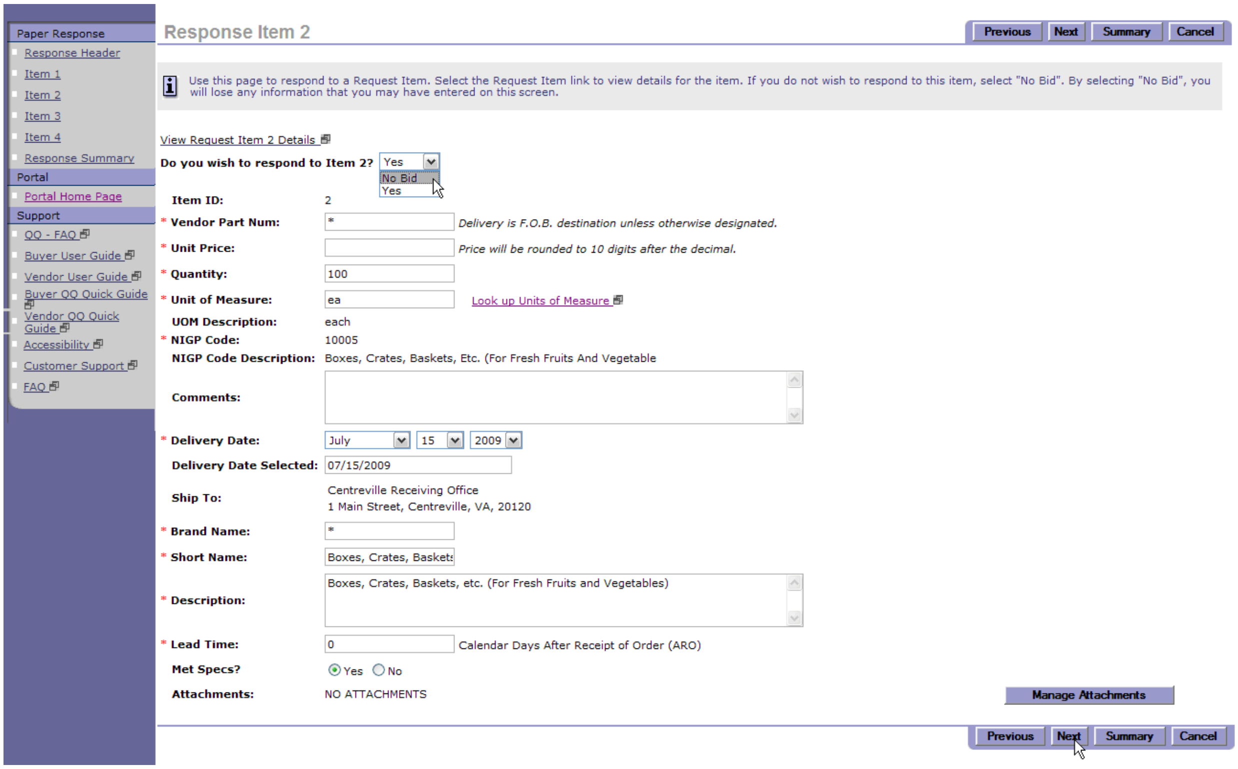
Response Item 1

Use this page to respond to a Request Item. Select the Request Item link to view details for the item. If you do not wish to respond to this item, select "No Bid". By selecting "No Bid", you will lose any information that you may have entered on this screen.

Do you wish to respond to Item 1? Yes

Item ID:	1	
* **Vendor Part Num:**	*	*Delivery is F.O.B. destination unless otherwise designated.*
* **Unit Price:**	12.00	*Price will be rounded to 10 digits after the decimal.*
* **Quantity:**	10	
* **Unit of Measure:**	ea	Look up Units of Measure
UOM Description:	each	
* **NIGP Code:**	01990	
NIGP Code Description:	Vegetables	
Comments:		
* **Delivery Date:**	July 15 2009	
Delivery Date Selected:	07/15/2009	
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120	
* **Brand Name:**	*	
* **Short Name:**	Vegetables	
* **Description:**	Vegetables	
* **Lead Time:**	0	Calendar Days After Receipt of Order (ARO)
Met Specs?	● Yes ○ No	
Attachments:	NO ATTACHMENTS	

6. Continue entering the vendor’s response information and clicking **Next** until you have placed a bid on each item. If the vendor did not respond to a particular line item, select *No Bid* from the Do you wish to response to Item #? drop-down list.


Paper Response
Response Header
Item 1
Item 2
Item 3
Item 4
Response Summary
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Summary
Cancel
View Request Item 2 Details
No Bid
Yes
Look up Units of Measure
Manage Attachments
Previous
Next
Summary
Cancel

Response Item 2

Use this page to respond to a Request Item. Select the Request Item link to view details for the item. If you do not wish to respond to this item, select "No Bid". By selecting "No Bid", you will lose any information that you may have entered on this screen.

Do you wish to respond to Item 2? Yes

Item ID: 2

* **Vendor Part Num:** * *Delivery is F.O.B. destination unless otherwise designated.*

* **Unit Price:** *Price will be rounded to 10 digits after the decimal.*

* **Quantity:** 100

* **Unit of Measure:** ea

UOM Description: each

* **NIGP Code:** 10005

NIGP Code Description: Boxes, Crates, Baskets, Etc. (For Fresh Fruits And Vegetable

Comments:

* **Delivery Date:** July 15 2009

Delivery Date Selected: 07/15/2009

Ship To: Centreville Receiving Office
1 Main Street, Centreville, VA, 20120

* **Brand Name:** *

* **Short Name:** Boxes, Crates, Baskets

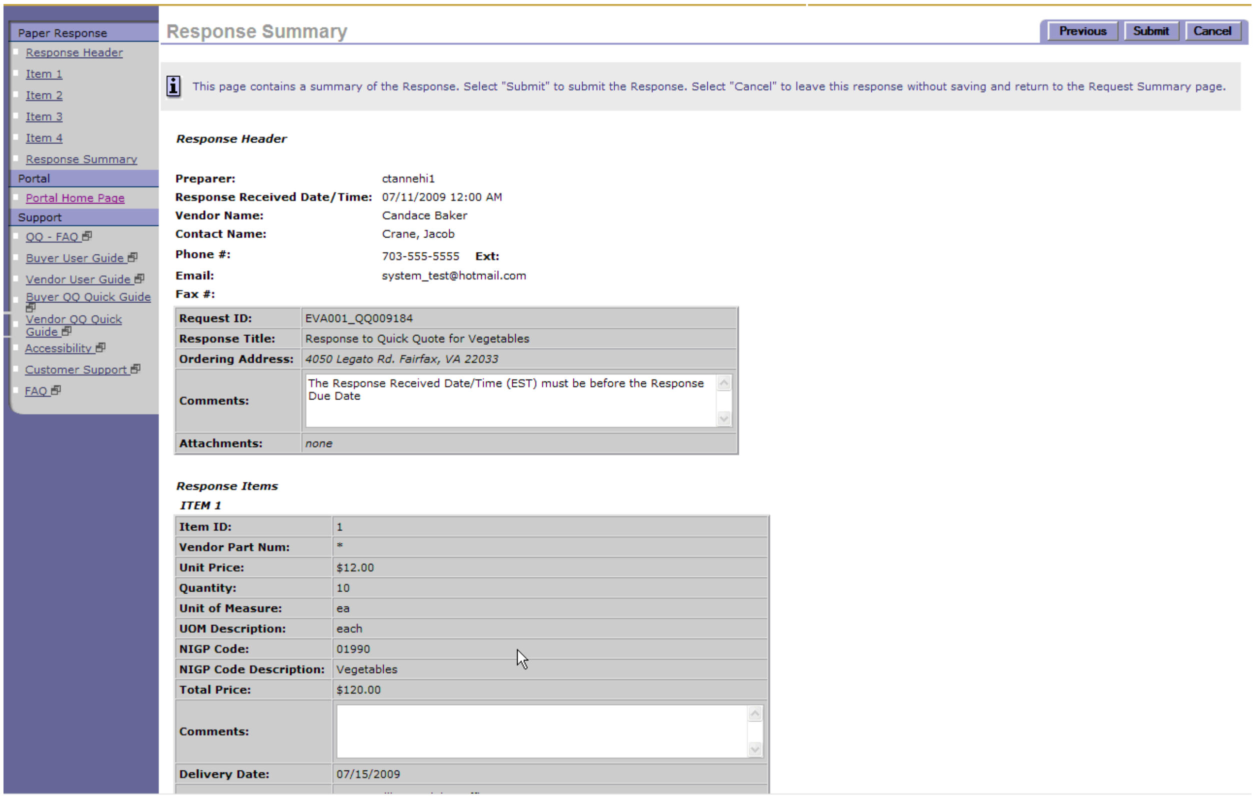
* **Description:** Boxes, Crates, Baskets, etc. (For Fresh Fruits and Vegetables)

* **Lead Time:** 0 Calendar Days After Receipt of Order (ARO)

Met Specs? ● Yes ○ No

Attachments: NO ATTACHMENTS

7. After you enter the vendor response for all items, click **Summary** to go the Response Summary page to review the response information. Click **Submit** to submit the paper response.


Paper Response
Response Header
Item 1
Item 2
Item 3
Item 4
Response Summary
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Submit
Cancel

Response Summary

This page contains a summary of the Response. Select "Submit" to submit the Response. Select "Cancel" to leave this response without saving and return to the Request Summary page.

Response Header

Preparer: ctannehi1
Response Received Date/Time: 07/11/2009 12:00 AM
Vendor Name: Candace Baker
Contact Name: Crane, Jacob
Phone #: 703-555-5555 **Ext:**
Email: system_test@hotmail.com
Fax #:

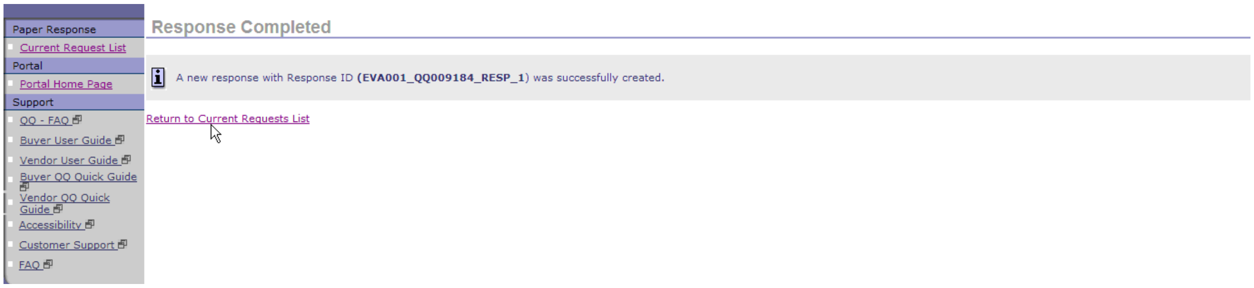
Request ID:	EVA001_QQ009184
Response Title:	Response to Quick Quote for Vegetables
Ordering Address:	*4050 Legato Rd. Fairfax, VA 22033*
Comments:	The Response Received Date/Time (EST) must be before the Response Due Date
Attachments:	*none*

Response Items

ITEM 1

Item ID:	1
Vendor Part Num:	*
Unit Price:	$12.00
Quantity:	10
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	01990
NIGP Code Description:	Vegetables
Total Price:	$120.00
Comments:	
Delivery Date:	07/15/2009

8. A Response Completed page confirms the response has been submitted and the vendor will be notified that a paper response has been submitted on its behalf.


Paper Response
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ

Response Completed

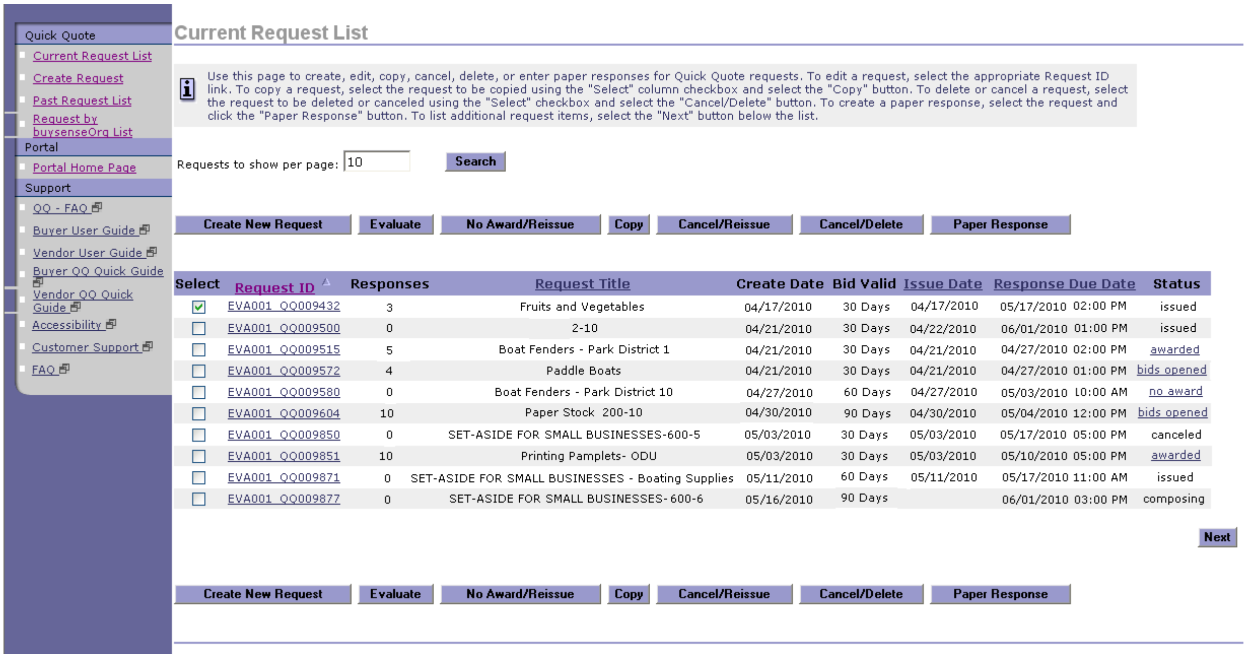
A new response with Response ID (**EVA001_QQ009184_RESP_1**) was successfully created.

Return to Current Requests List

RESPONSE EVALUATION

View Responses Before a Request Closes

You can view responses before a request closes, but you cannot evaluate them until the Response Due Date passes. The Responses column lists the number of vendor responses received for each request. To view vendor responses, select the request and click the **Evaluate** button.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
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No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response
Next

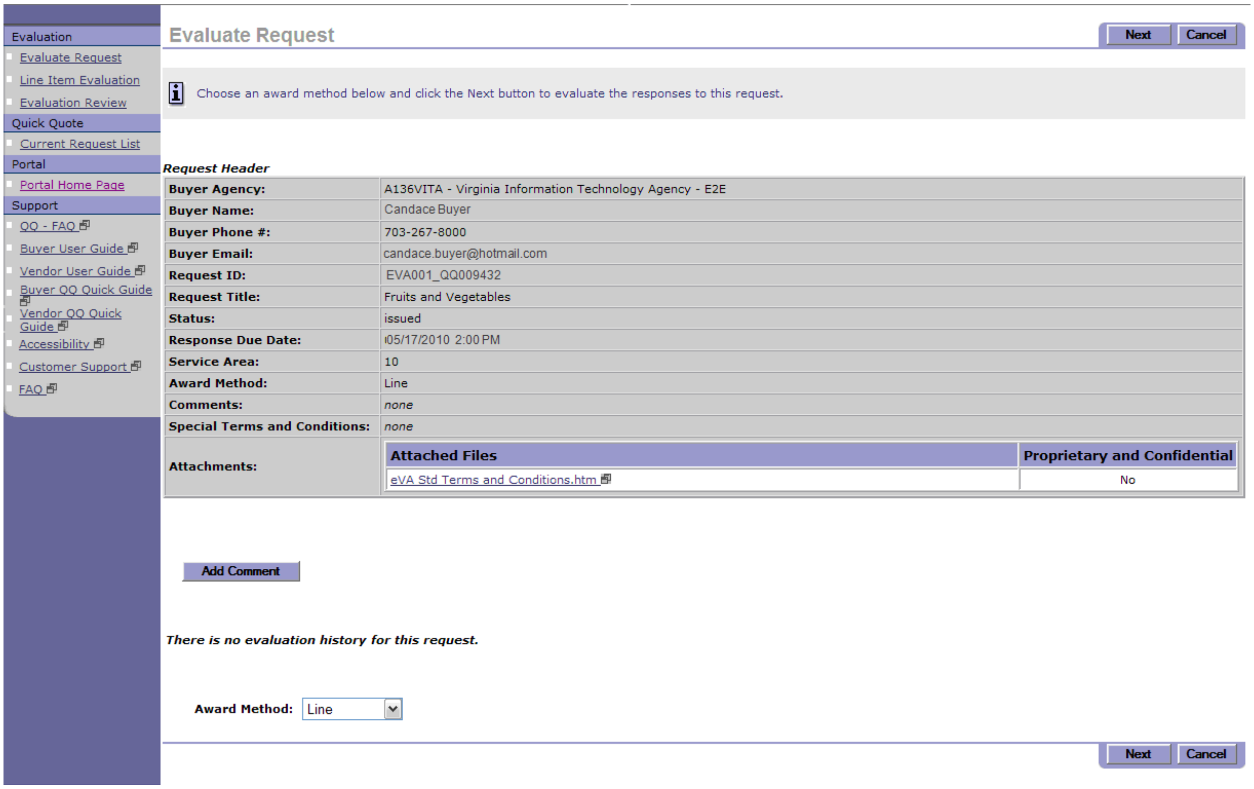
Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☑	EVA001_QQ009432	3	Fruits and Vegetables	04/17/2010	30 Days	04/17/2010	05/17/2010 02:00 PM	issued
☐	EVA001_QQ009500	0	2-10	04/21/2010	30 Days	04/22/2010	06/01/2010 01:00 PM	issued
☐	EVA001_QQ009515	5	Boat Fenders - Park District 1	04/21/2010	30 Days	04/21/2010	04/27/2010 02:00 PM	awarded
☐	EVA001_QQ009572	4	Paddle Boats	04/21/2010	30 Days	04/21/2010	04/27/2010 01:00 PM	bids opened
☐	EVA001_QQ009580	0	Boat Fenders - Park District 10	04/27/2010	60 Days	04/27/2010	05/03/2010 10:00 AM	no award
☐	EVA001_QQ009604	10	Paper Stock 200-10	04/30/2010	90 Days	04/30/2010	05/04/2010 12:00 PM	bids opened
☐	EVA001_QQ009850	0	SET-ASIDE FOR SMALL BUSINESSES-600-5	05/03/2010	30 Days	05/03/2010	05/17/2010 05:00 PM	canceled
☐	EVA001_QQ009851	10	Printing Pamplets- ODU	05/03/2010	30 Days	05/03/2010	05/10/2010 05:00 PM	awarded
☐	EVA001_QQ009871	0	SET-ASIDE FOR SMALL BUSINESSES - Boating Supplies	05/11/2010	60 Days	05/11/2010	05/17/2010 11:00 AM	issued
☐	EVA001_QQ009877	0	SET-ASIDE FOR SMALL BUSINESSES- 600-6	05/16/2010	90 Days		06/01/2010 03:00 PM	composing

Click the **Next** button on the Evaluate Request page to navigate to the Line Item Evaluation page.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

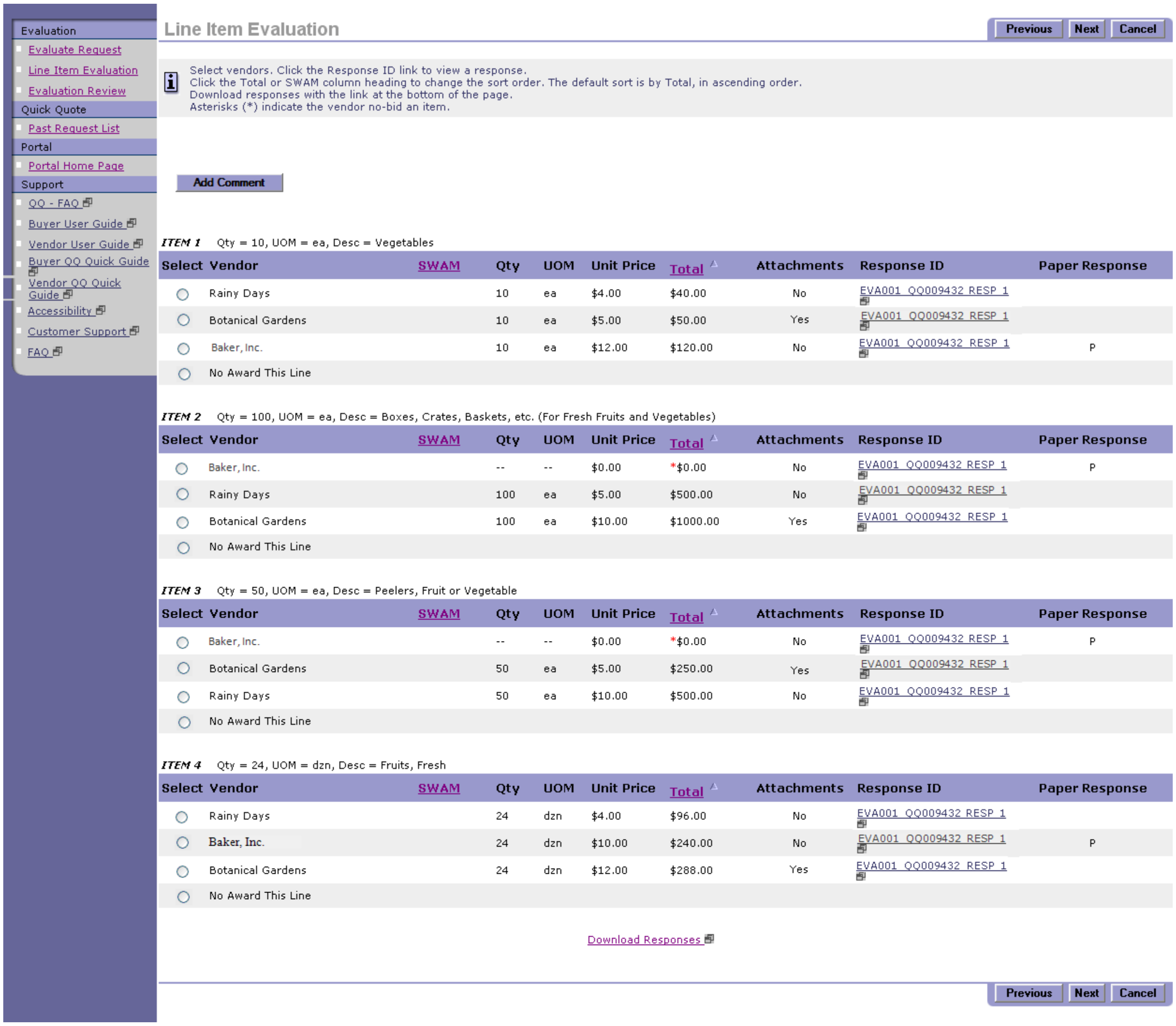
Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ009432
Request Title:	Fruits and Vegetables
Status:	issued
Response Due Date:	05/17/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

There is no evaluation history for this request.

Award Method: Line

The Line Item Evaluation page displays all vendor responses that have been received for the request. The Attachments column indicates if the vendor response includes attachments—Yes if there are any header or line attachments and No if there are no attachments in the response.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Past Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Cancel
Add Comment
Download Responses
Previous
Next
Cancel

Line Item Evaluation

Select vendors. Click the Response ID link to view a response.
Click the Total or SWAM column heading to change the sort order. The default sort is by Total, in ascending order.
Download responses with the link at the bottom of the page.
Asterisks (*) indicate the vendor no-bid an item.

ITEM 1 Qty = 10, UOM = ea, Desc = Vegetables

Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
○	Rainy Days		10	ea	$4.00	$40.00	No	EVA001_QQ009432_RESP_1	
○	Botanical Gardens		10	ea	$5.00	$50.00	Yes	EVA001_QQ009432_RESP_1	
○	Baker, Inc.		10	ea	$12.00	$120.00	No	EVA001_QQ009432_RESP_1	P
○	No Award This Line								

ITEM 2 Qty = 100, UOM = ea, Desc = Boxes, Crates, Baskets, etc. (For Fresh Fruits and Vegetables)

Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
○	Baker, Inc.		--	--	$0.00	*$0.00	No	EVA001_QQ009432_RESP_1	P
○	Rainy Days		100	ea	$5.00	$500.00	No	EVA001_QQ009432_RESP_1	
○	Botanical Gardens		100	ea	$10.00	$1000.00	Yes	EVA001_QQ009432_RESP_1	
○	No Award This Line								

ITEM 3 Qty = 50, UOM = ea, Desc = Peelers, Fruit or Vegetable

Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
○	Baker, Inc.		--	--	$0.00	*$0.00	No	EVA001_QQ009432_RESP_1	P
○	Botanical Gardens		50	ea	$5.00	$250.00	Yes	EVA001_QQ009432_RESP_1	
○	Rainy Days		50	ea	$10.00	$500.00	No	EVA001_QQ009432_RESP_1	
○	No Award This Line								

ITEM 4 Qty = 24, UOM = dzn, Desc = Fruits, Fresh

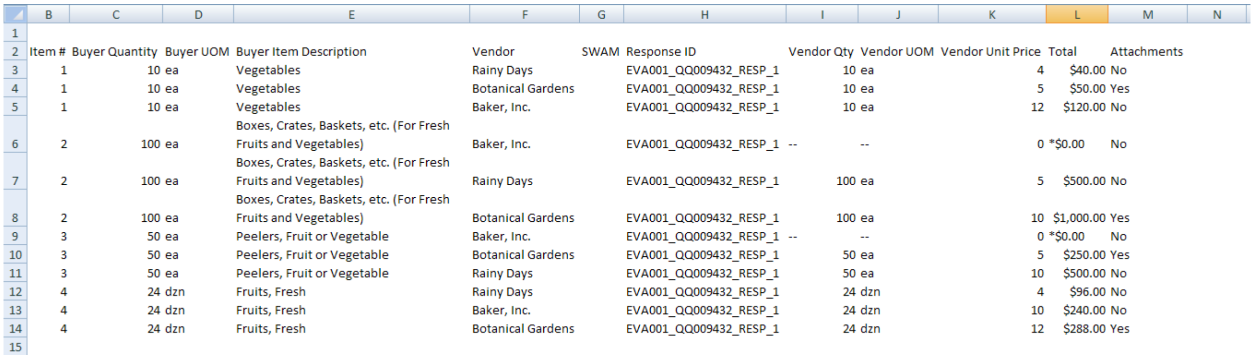
Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
○	Rainy Days		24	dzn	$4.00	$96.00	No	EVA001_QQ009432_RESP_1	
○	Baker, Inc.		24	dzn	$10.00	$240.00	No	EVA001_QQ009432_RESP_1	P
○	Botanical Gardens		24	dzn	$12.00	$288.00	Yes	EVA001_QQ009432_RESP_1	
○	No Award This Line								

Click the links in the Response ID column to view each vendor's response.

Download Responses

Click the **Download Responses** link to open a Microsoft Excel spreadsheet that contains all responses. You are prompted to save the file, or open it in a new window.

Downloaded responses are initially sorted in ascending order by Lot number, Item number, and Total.

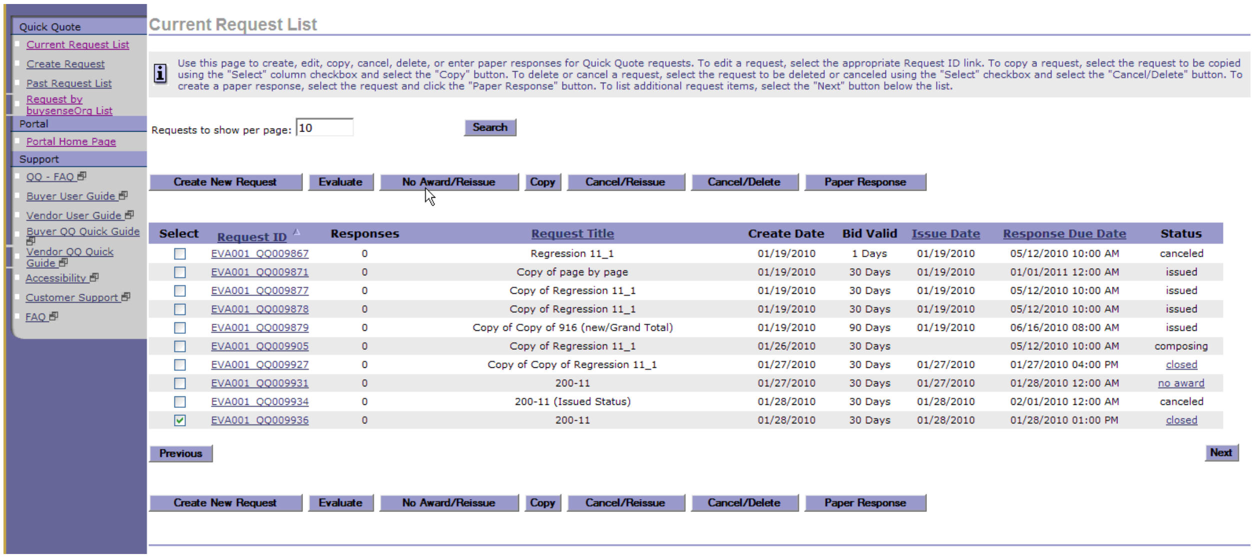


	B	C	D	E	F	G	H	I	J	K	L	M	N
1													
2	Item #	Buyer Quantity	Buyer UOM	Buyer Item Description	Vendor	SWAM	Response ID	Vendor Qty	Vendor UOM	Vendor Unit Price	Total	Attachments	
3	1	10	ea	Vegetables	Rainy Days		EVA001_QQ009432_RESP_1	10	ea	4	$40.00	No	
4	1	10	ea	Vegetables	Botanical Gardens		EVA001_QQ009432_RESP_1	10	ea	5	$50.00	Yes	
5	1	10	ea	Vegetables	Baker, Inc.		EVA001_QQ009432_RESP_1	10	ea	12	$120.00	No	
6	2	100	ea	Boxes, Crates, Baskets, etc. (For Fresh Fruits and Vegetables)	Baker, Inc.		EVA001_QQ009432_RESP_1	--	--	0	*$0.00	No	
7	2	100	ea	Boxes, Crates, Baskets, etc. (For Fresh Fruits and Vegetables)	Rainy Days		EVA001_QQ009432_RESP_1	100	ea	5	$500.00	No	
8	2	100	ea	Boxes, Crates, Baskets, etc. (For Fresh Fruits and Vegetables)	Botanical Gardens		EVA001_QQ009432_RESP_1	100	ea	10	$1,000.00	Yes	
9	3	50	ea	Peelers, Fruit or Vegetable	Baker, Inc.		EVA001_QQ009432_RESP_1	--	--	0	*$0.00	No	
10	3	50	ea	Peelers, Fruit or Vegetable	Botanical Gardens		EVA001_QQ009432_RESP_1	50	ea	5	$250.00	Yes	
11	3	50	ea	Peelers, Fruit or Vegetable	Rainy Days		EVA001_QQ009432_RESP_1	50	ea	10	$500.00	No	
12	4	24	dzn	Fruits, Fresh	Rainy Days		EVA001_QQ009432_RESP_1	24	dzn	4	$96.00	No	
13	4	24	dzn	Fruits, Fresh	Baker, Inc.		EVA001_QQ009432_RESP_1	24	dzn	10	$240.00	No	
14	4	24	dzn	Fruits, Fresh	Botanical Gardens		EVA001_QQ009432_RESP_1	24	dzn	12	$288.00	Yes	
15													

Click the **Cancel** button on the Line Item Evaluation page to return to the Current Request List.

Evaluate Responses

After the request closes and all vendor responses are received, you can begin evaluating the responses. Select the check box for the request and click the **Evaluate** button.



Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ009867	0	Regression 11_1	01/19/2010	1 Days	01/19/2010	05/12/2010 10:00 AM	canceled
☐	EVA001_QQ009871	0	Copy of page by page	01/19/2010	30 Days	01/19/2010	01/01/2011 12:00 AM	issued
☐	EVA001_QQ009877	0	Copy of Regression 11_1	01/19/2010	30 Days	01/19/2010	05/12/2010 10:00 AM	issued
☐	EVA001_QQ009878	0	Copy of Regression 11_1	01/19/2010	30 Days	01/19/2010	05/12/2010 10:00 AM	issued
☐	EVA001_QQ009879	0	Copy of Copy of 916 (new/Grand Total)	01/19/2010	90 Days	01/19/2010	06/16/2010 08:00 AM	issued
☐	EVA001_QQ009905	0	Copy of Regression 11_1	01/26/2010	30 Days		05/12/2010 10:00 AM	composing
☐	EVA001_QQ009927	0	Copy of Copy of Regression 11_1	01/27/2010	30 Days	01/27/2010	01/27/2010 04:00 PM	closed
☐	EVA001_QQ009931	0	200-11	01/27/2010	30 Days	01/27/2010	01/28/2010 12:00 AM	no award
☐	EVA001_QQ009934	0	200-11 (Issued Status)	01/28/2010	30 Days	01/28/2010	02/01/2010 12:00 AM	canceled
☑	EVA001_QQ009936	0	200-11	01/28/2010	30 Days	01/28/2010	01/28/2010 01:00 PM	closed

No Award and Reissue a Quick Quote Request

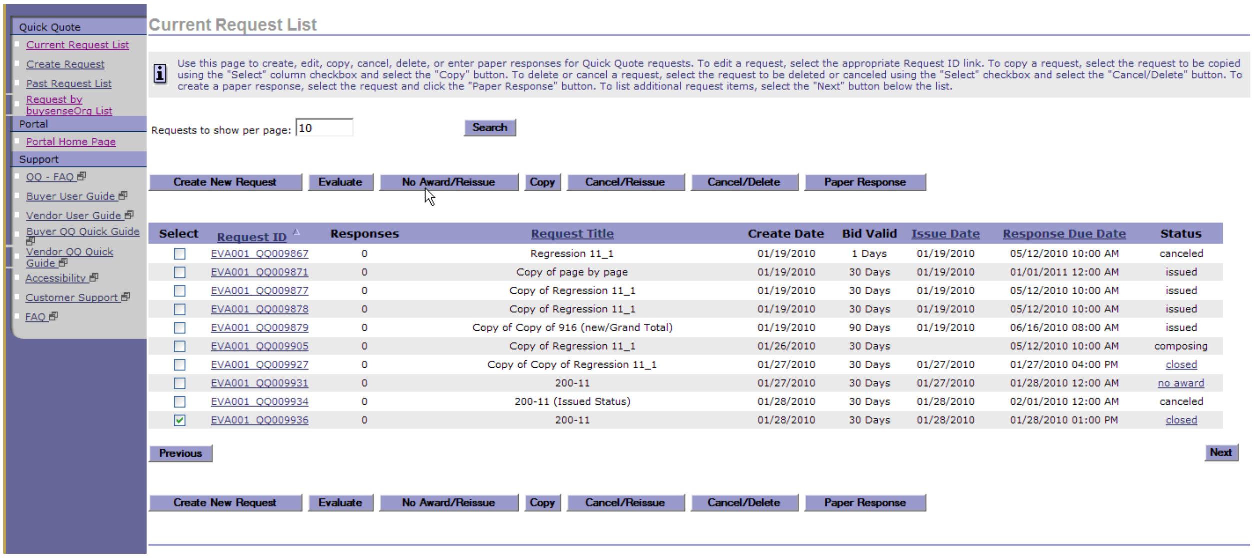
You can no award and reissue requests in *closed*, *bids opened* or *no award* status. The existing request will be updated to *No Award* and a new request will be created. You can only no award and reissue one request at a time, and only one no award and reissue action will be allowed on a request. The **No Award/Reissue** button is available on the following Quick Quote pages: Current Request List, Evaluate Request, Line Item Evaluation, Lot Evaluation and Grand Total Evaluation.

> *You cannot no award and reissue a request that has already been reissued; you will receive an error message.*

To no award and reissue a request, follow the steps outlined below.

1. From the Current Request List page: Select the check box in the Select column next to the request you want to no award and reissue, and then click **No Award/Reissue**.

From the Evaluation pages: Select the check box in the Select column next to the request you want to no award and reissue on the Current Request List, click Evaluate, and then click **No Award/Reissue** on the Evaluate Request, Line Item Evaluation, Lot Evaluation or Grand Total Evaluation page.

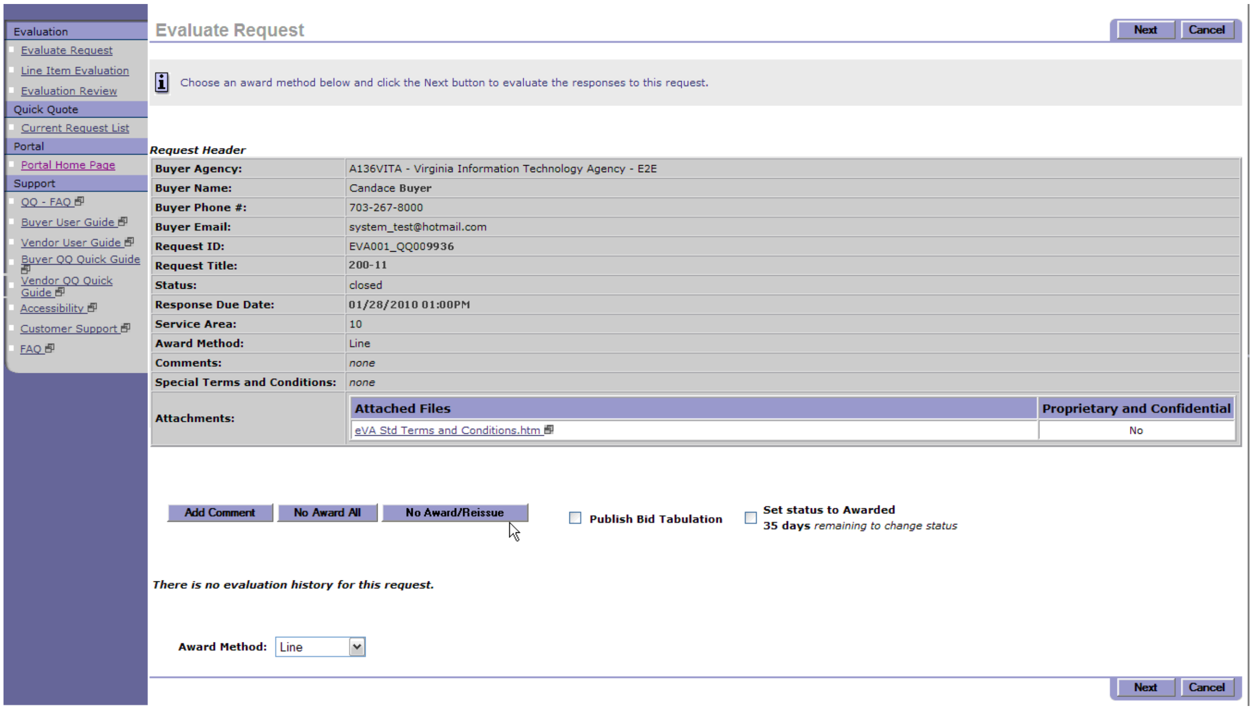

Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response
Previous
Next

Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ009867	0	Regression 11_1	01/19/2010	1 Days	01/19/2010	05/12/2010 10:00 AM	canceled
☐	EVA001_QQ009871	0	Copy of page by page	01/19/2010	30 Days	01/19/2010	01/01/2011 12:00 AM	issued
☐	EVA001_QQ009877	0	Copy of Regression 11_1	01/19/2010	30 Days	01/19/2010	05/12/2010 10:00 AM	issued
☐	EVA001_QQ009878	0	Copy of Regression 11_1	01/19/2010	30 Days	01/19/2010	05/12/2010 10:00 AM	issued
☐	EVA001_QQ009879	0	Copy of Copy of 916 (new/Grand Total)	01/19/2010	90 Days	01/19/2010	06/16/2010 08:00 AM	issued
☐	EVA001_QQ009905	0	Copy of Regression 11_1	01/26/2010	30 Days		05/12/2010 10:00 AM	composing
☐	EVA001_QQ009927	0	Copy of Copy of Regression 11_1	01/27/2010	30 Days	01/27/2010	01/27/2010 04:00 PM	closed
☐	EVA001_QQ009931	0	200-11	01/27/2010	30 Days	01/27/2010	01/28/2010 12:00 AM	no award
☐	EVA001_QQ009934	0	200-11 (Issued Status)	01/28/2010	30 Days	01/28/2010	02/01/2010 12:00 AM	canceled
☑	EVA001_QQ009936	0	200-11	01/28/2010	30 Days	01/28/2010	01/28/2010 01:00 PM	closed


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

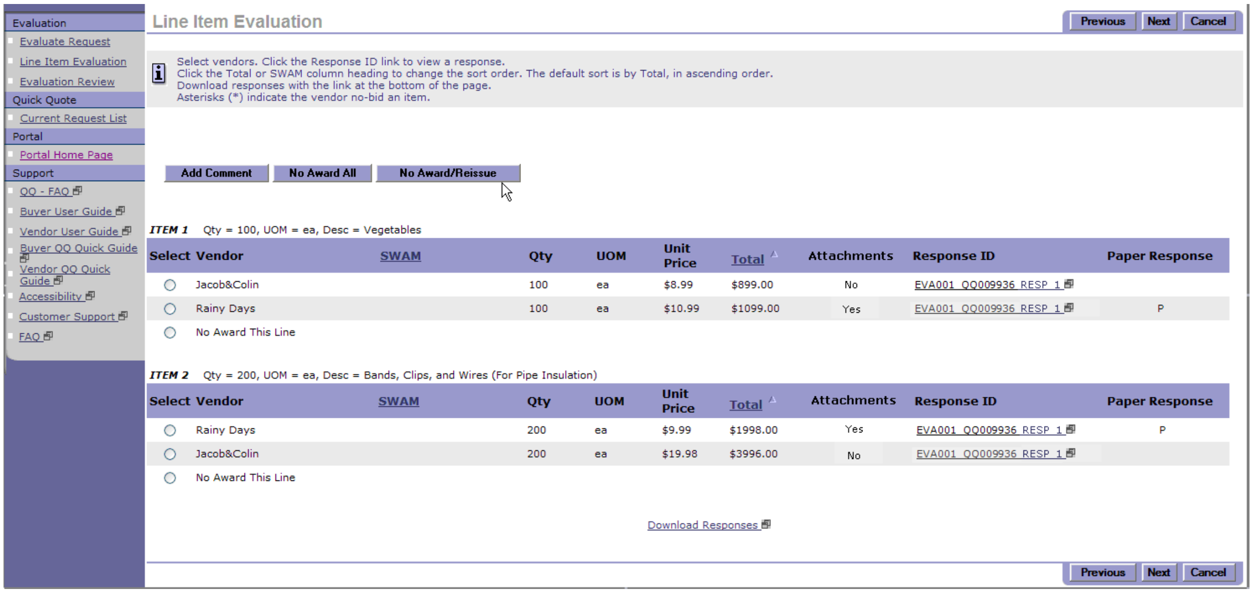
Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	system_test@hotmail.com
Request ID:	EVA001_QQ009936
Request Title:	200-11
Status:	closed
Response Due Date:	01/28/2010 01:00PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	Attached Files: eVA Std Terms and Conditions.htm Proprietary and Confidential: No

☐ **Publish Bid Tabulation**

☐ **Set status to Awarded**
35 days *remaining to change status*

There is no evaluation history for this request.

Award Method: Line


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Download Responses
Previous
Next
Cancel

Line Item Evaluation

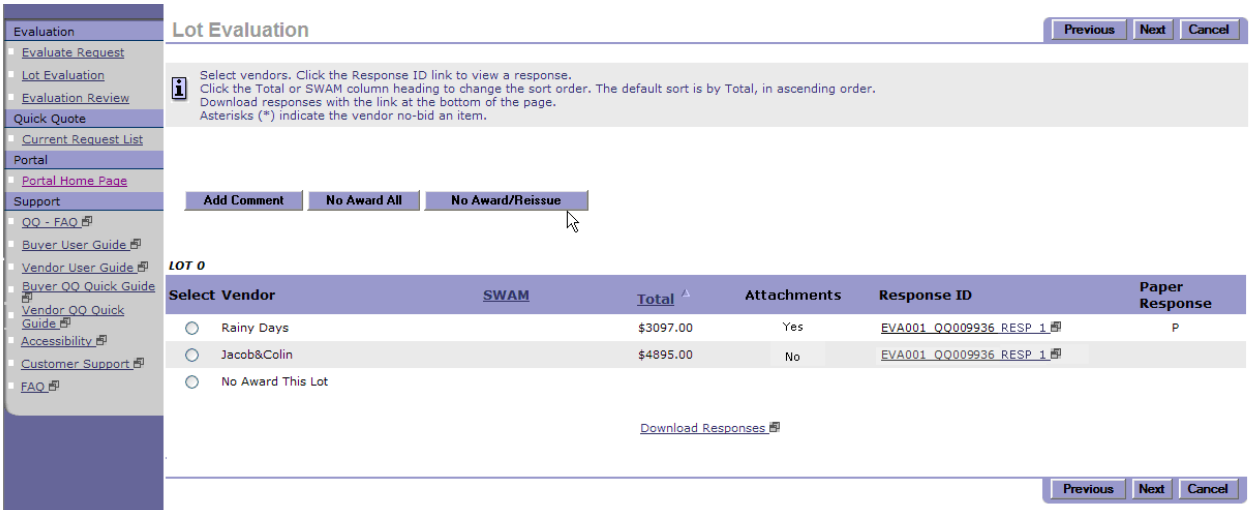
Select vendors. Click the Response ID link to view a response.
Click the Total or SWAM column heading to change the sort order. The default sort is by Total, in ascending order.
Download responses with the link at the bottom of the page.
Asterisks (*) indicate the vendor no-bid an item.

ITEM 1 Qty = 100, UOM = ea, Desc = Vegetables

Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
○	Jacob&Colin		100	ea	$8.99	$899.00	No	EVA001_QQ009936_RESP_1	
○	Rainy Days		100	ea	$10.99	$1099.00	Yes	EVA001_QQ009936_RESP_1	P
○	No Award This Line								

ITEM 2 Qty = 200, UOM = ea, Desc = Bands, Clips, and Wires (For Pipe Insulation)

Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
○	Rainy Days		200	ea	$9.99	$1998.00	Yes	EVA001_QQ009936_RESP_1	P
○	Jacob&Colin		200	ea	$19.98	$3996.00	No	EVA001_QQ009936_RESP_1	
○	No Award This Line								

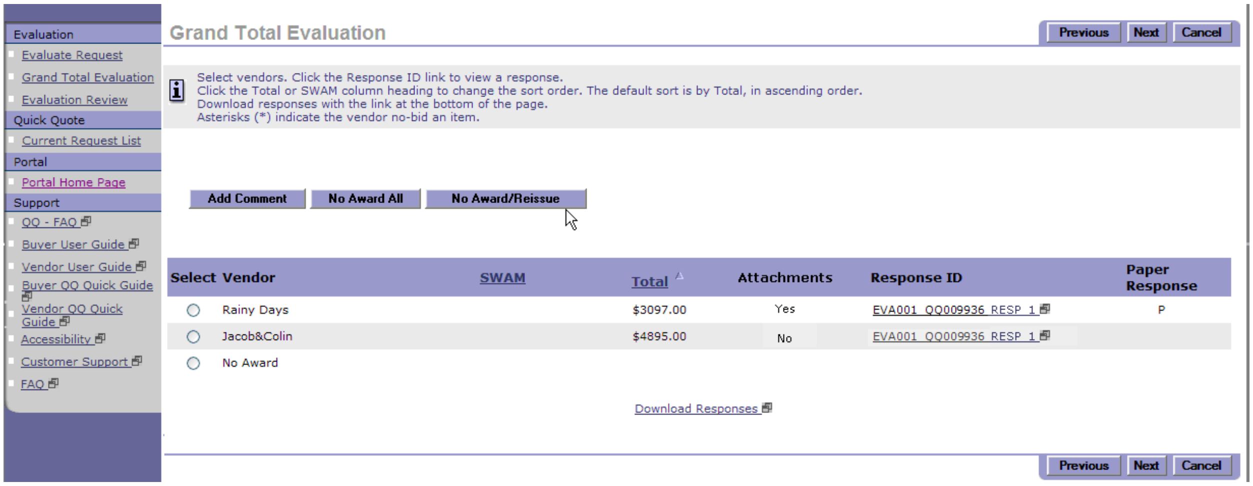

Evaluation
Evaluate Request
Lot Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Download Responses
Previous
Next
Cancel

Lot Evaluation

Select vendors. Click the Response ID link to view a response.
Click the Total or SWAM column heading to change the sort order. The default sort is by Total, in ascending order.
Download responses with the link at the bottom of the page.
Asterisks (*) indicate the vendor no-bid an item.

LOT 0

Select	Vendor	SWAM	Total	Attachments	Response ID	Paper Response
○	Rainy Days		$3097.00	Yes	EVA001_QQ009936_RESP_1	P
○	Jacob&Colin		$4895.00	No	EVA001_QQ009936_RESP_1	
○	No Award This Lot					

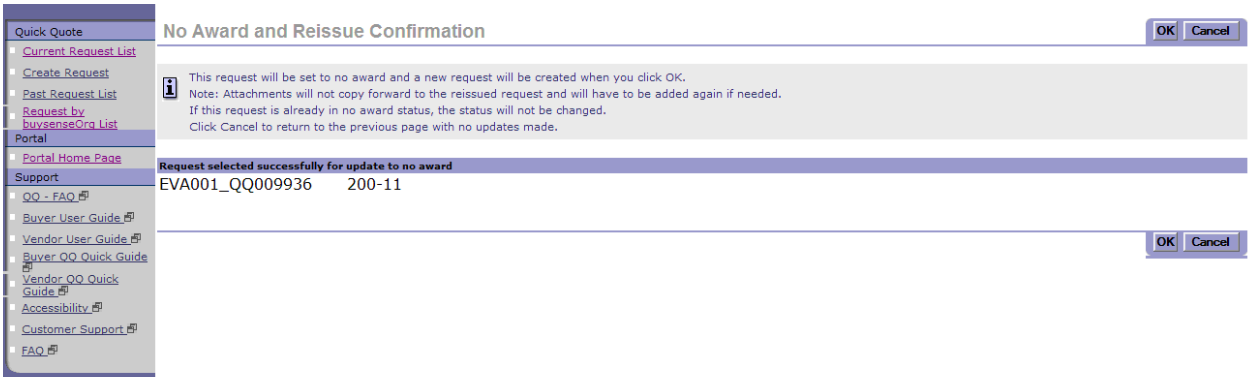

Evaluation
Evaluate Request
Grand Total Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Download Responses
Previous
Next
Cancel

Grand Total Evaluation

Select vendors. Click the Response ID link to view a response.
Click the Total or SWAM column heading to change the sort order. The default sort is by Total, in ascending order.
Download responses with the link at the bottom of the page.
Asterisks (*) indicate the vendor no-bid an item.

Select	Vendor	SWAM	Total	Attachments	Response ID	Paper Response
○	Rainy Days		$3097.00	Yes	EVA001_QQ009936_RESP_1	P
○	Jacob&Colin		$4895.00	No	EVA001_QQ009936_RESP_1	
○	No Award					

The No Award and Reissue Confirmation page displays the Quick Quote request that was selected for no award and reissue.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
OK
Cancel

No Award and Reissue Confirmation

This request will be set to no award and a new request will be created when you click OK.
Note: Attachments will not copy forward to the reissued request and will have to be added again if needed.
If this request is already in no award status, the status will not be changed.
Click Cancel to return to the previous page with no updates made.

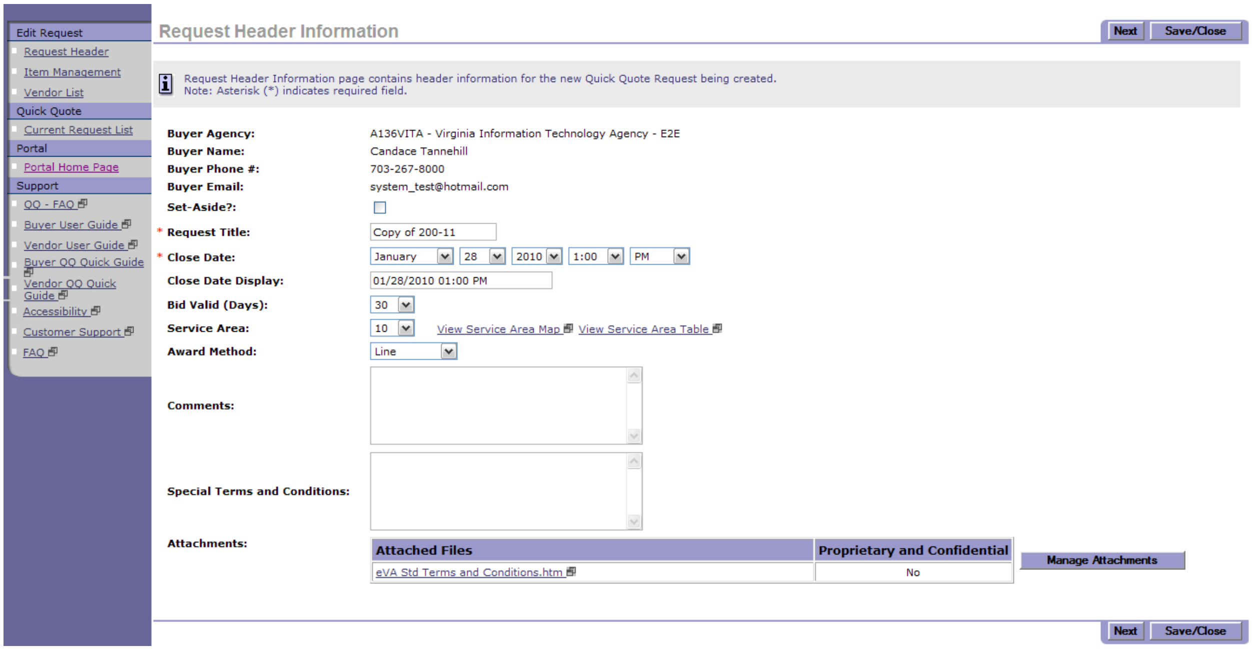
Request selected successfully for update to no award

EVA001_QQ009936 200-11

2. Click **OK** to continue with the no award and reissue action and create a new reissued request. Click **Cancel** to return to the Current Request List–the reissue action will be canceled and the status of the selected request will remain unchanged.

   The new request has all data copied from the original request, with these exceptions:

   - Attachments are not copied
   - If the Set-Aside? box was checked, this will not copy forward to the new request
   - The link to the current standard terms and conditions is displayed
   - The Request Title is preceded with *Copy of…*


Edit Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Save/Close
View Service Area Map
View Service Area Table
Manage Attachments

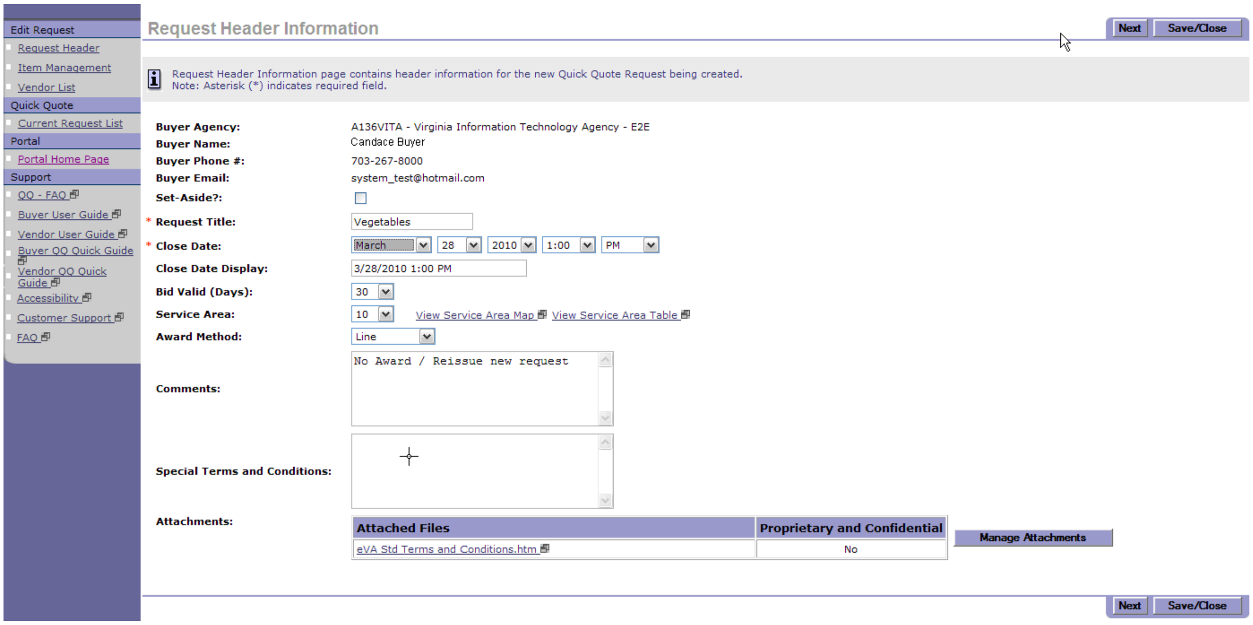
Request Header Information

Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

Buyer Agency: A136VITA - Virginia Information Technology Agency - E2E
Buyer Name: Candace Tannehill
Buyer Phone #: 703-267-8000
Buyer Email: system_test@hotmail.com
Set-Aside?: ☐
* **Request Title:** Copy of 200-11
* **Close Date:** January 28 2010 1:00 PM
Close Date Display: 01/28/2010 01:00 PM
Bid Valid (Days): 30
Service Area: 10
Award Method: Line
Comments:
Special Terms and Conditions:
Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

3. Enter a new Request Title and adjust the dates for the new request. Make any additional changes needed to header items.


Edit Request
Request Header
Item Management
Vendor List
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Save/Close
View Service Area Map
View Service Area Table
Manage Attachments

Request Header Information

Request Header Information page contains header information for the new Quick Quote Request being created.
Note: Asterisk (*) indicates required field.

Buyer Agency: A136VITA - Virginia Information Technology Agency - E2E
Buyer Name: Candace Buyer
Buyer Phone #: 703-267-8000
Buyer Email: system_test@hotmail.com
Set-Aside?: ☐
* **Request Title:** Vegetables
* **Close Date:** March 28 2010 1:00 PM
Close Date Display: 3/28/2010 1:00 PM
Bid Valid (Days): 30
Service Area: 10
Award Method: Line
Comments: No Award / Reissue new request
Special Terms and Conditions:
Attachments:

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

4. Add any attachments needed. Only the default *eVA Std Terms and Conditions* attachment is copied into the new reissued request.

5. Click **Next** to continue to the Item Management page. The items from the copied request are displayed. Edit any item by clicking the **Edit** link next to the item. Add any additional items needed.

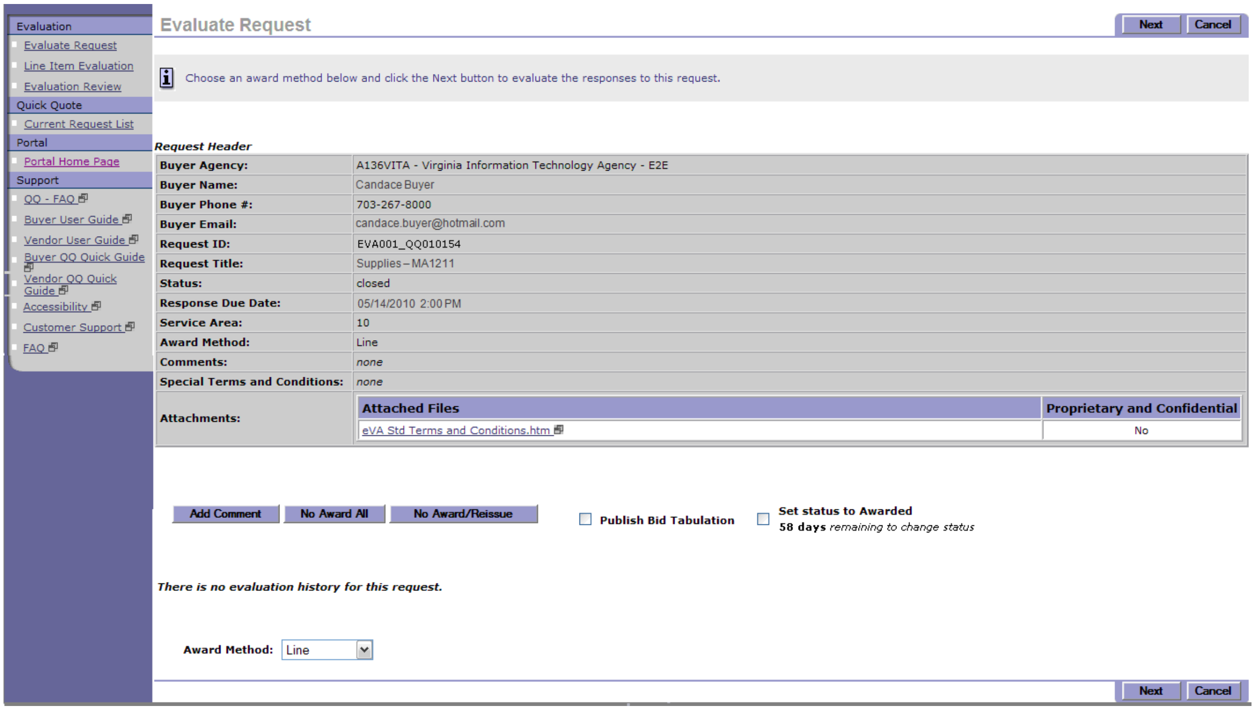
6. The Add NIGP Codes from the copied request are displayed at the bottom of the Item Management page. You can delete any of these codes or add new ones.

7. Click **Next** on the Item Management page to generate the Vendor List. Click **Next** to continue to the Vendor Notification page, and then the Request Review page. Click **Submit** on the Request Review page to issue the new request. To save the new request without issuing it, click **Save/Close**.

Comments will be added to the new/reissued and existing/no award request record to document the reissue action.

Evaluate Request

The Evaluate Request page shows the Request Header with the award method set to the value you selected when you created the request.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	closed
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

☐ **Publish Bid Tabulation**

☐ **Set status to Awarded**
58 days *remaining to change status*

There is no evaluation history for this request.

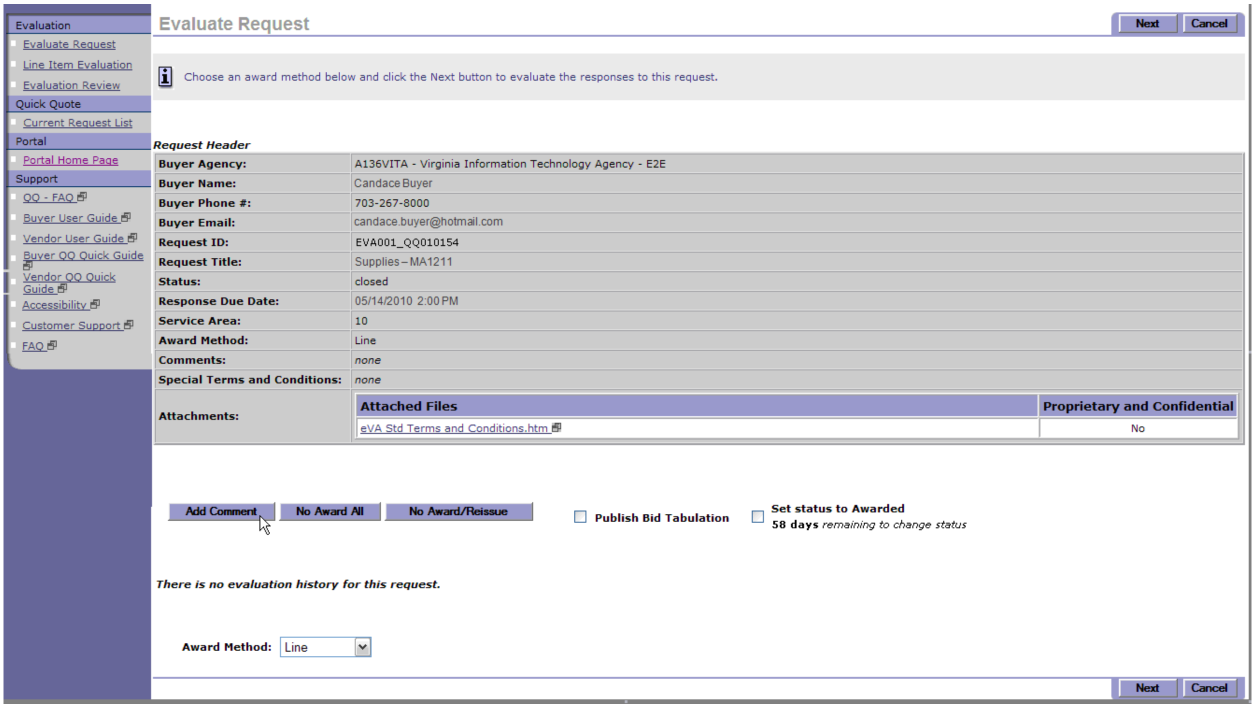
Award Method: Line

You can award by *Line Item*, *Lot*, or *Grand Total*. You can change the award method using the drop-down list. You can use only one award method for all items on a request. You cannot split the award method (that is, use the Lot method for some lines and award the rest of the lines by the Line Item method).

Quick Quote displays a warning if you change the award method from the original method.

Add Comments

If you want to make a comment during the evaluation process, click the **Add Comment** button. (Note: this button appears in multiple pages in Quick Quote. You can access this page wherever the button is available.)


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	closed
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	**Attached Files:** eVA Std Terms and Conditions.htm **Proprietary and Confidential:** No

☐ **Publish Bid Tabulation**

☐ **Set status to Awarded**
58 days *remaining to change status*

There is no evaluation history for this request.

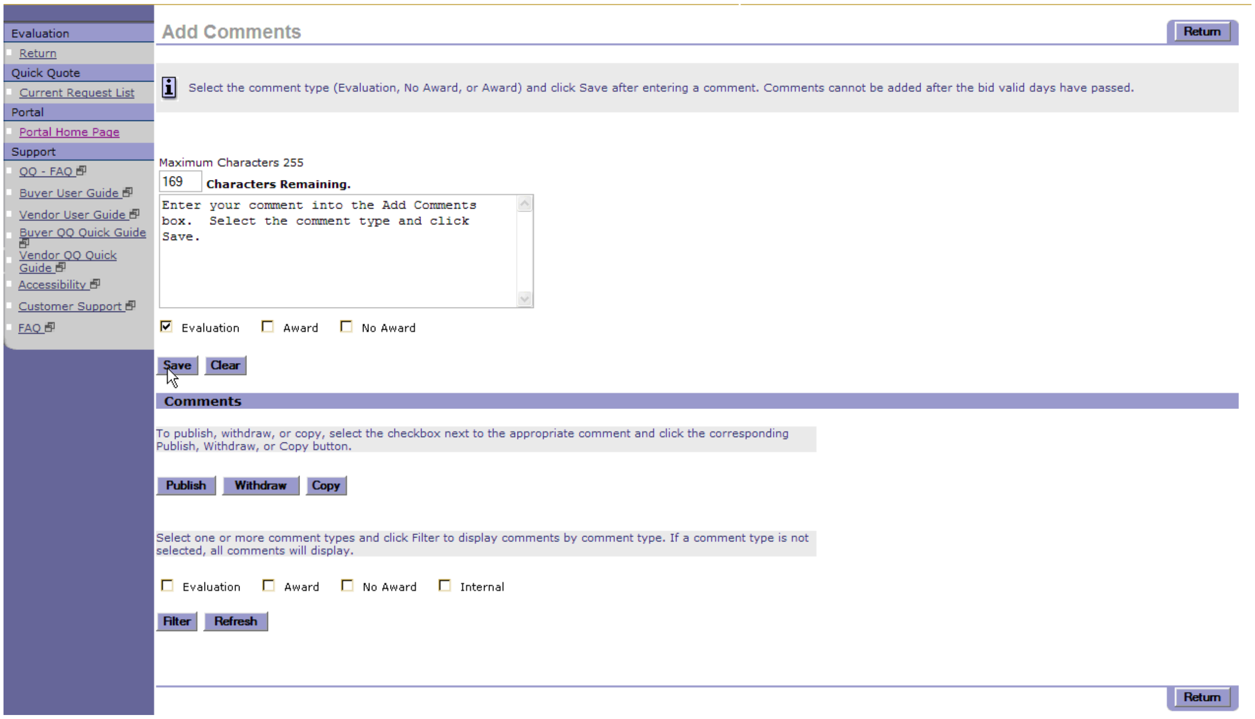
Award Method: Line

Enter the comment in the text box. The comment can contain up to 255 characters, including spaces. The character counter above the text box indicates the number of characters remaining.

Select a comment type of *Evaluation*, *Award*, or *No Award*. You can select more than one comment type, but you must select at least one.

Click the **Save** button to save the comment.

Click the **Clear** button to clear the text box.


Evaluation
Return
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Add Comments
Return
Save
Clear
Comments
Publish
Withdraw
Copy
Filter
Refresh
Return

Select the comment type (Evaluation, No Award, or Award) and click Save after entering a comment. Comments cannot be added after the bid valid days have passed.

Maximum Characters 255

169 **Characters Remaining.**

```
Enter your comment into the Add Comments
box.  Select the comment type and click
Save.
```

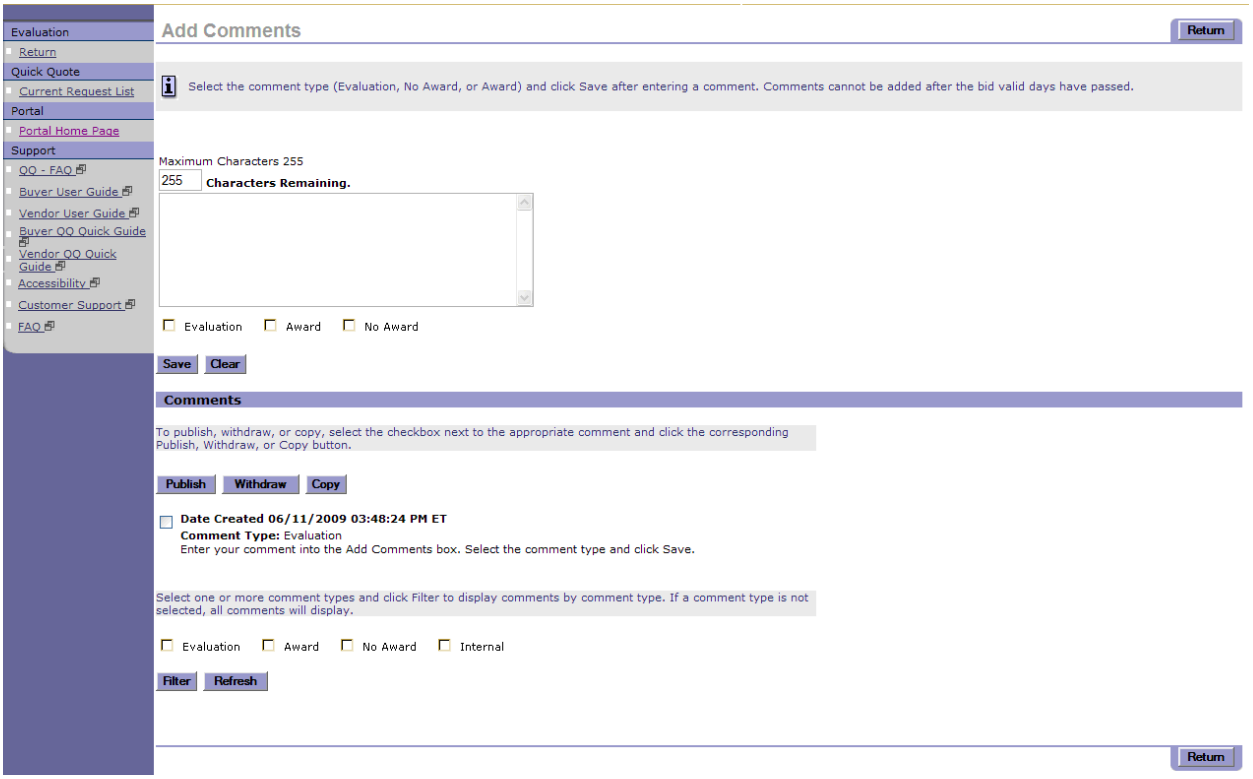
☑ Evaluation ☐ Award ☐ No Award

To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

☐ Evaluation ☐ Award ☐ No Award ☐ Internal

After the comment is saved, it displays in the Comments section at the bottom of the Add Comments page.


Evaluation
Return
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Add Comments
Return
Save
Clear
Comments
Publish
Withdraw
Copy
Filter
Refresh
Return

Select the comment type (Evaluation, No Award, or Award) and click Save after entering a comment. Comments cannot be added after the bid valid days have passed.

Maximum Characters 255

255 **Characters Remaining.**

☐ Evaluation ☐ Award ☐ No Award

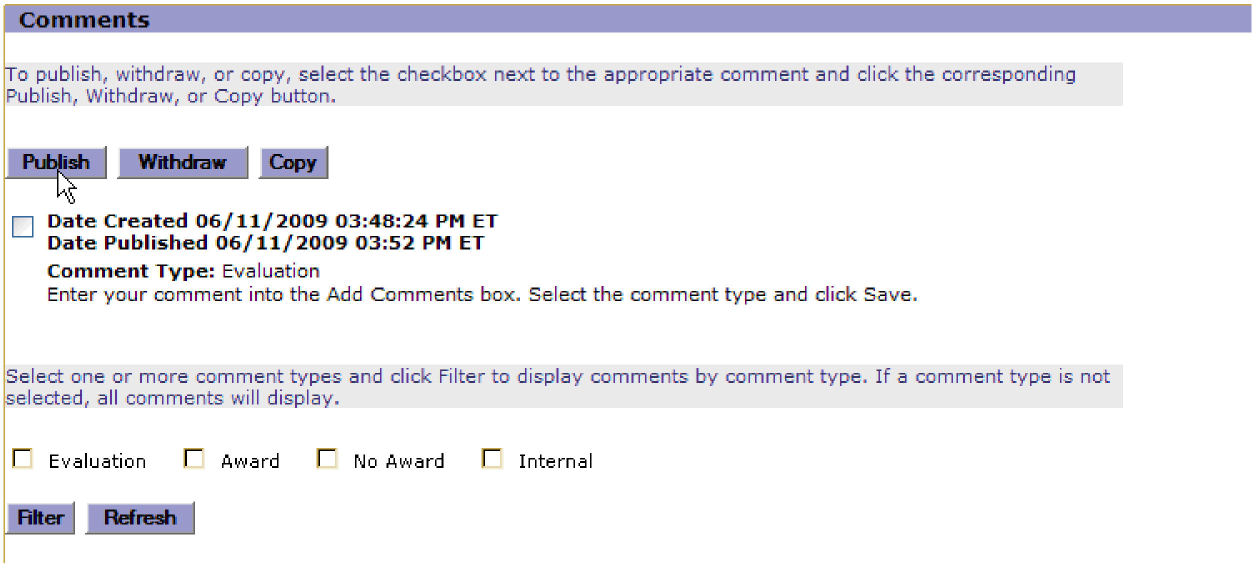
To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

☐ **Date Created 06/11/2009 03:48:24 PM ET**
Comment Type: Evaluation
Enter your comment into the Add Comments box. Select the comment type and click Save.

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

☐ Evaluation ☐ Award ☐ No Award ☐ Internal

If you want vendors to see the comment, select the check box next to the comment and click **Publish**. A Date Published line is inserted to indicate when you published the comment.


Comments
Publish
Withdraw
Copy
Filter
Refresh

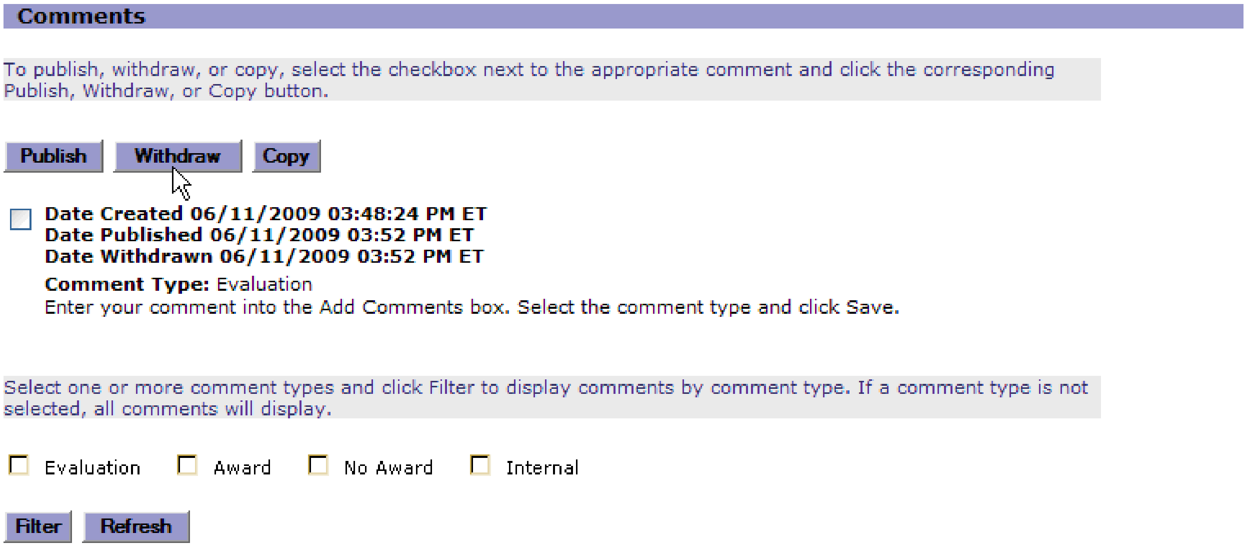
To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

☐ **Date Created 06/11/2009 03:48:24 PM ET**
Date Published 06/11/2009 03:52 PM ET
Comment Type: Evaluation
Enter your comment into the Add Comments box. Select the comment type and click Save.

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

☐ Evaluation ☐ Award ☐ No Award ☐ Internal

You can withdraw a comment after it is published by selecting the comment and clicking **Withdraw**. Vendors will no longer see that comment.



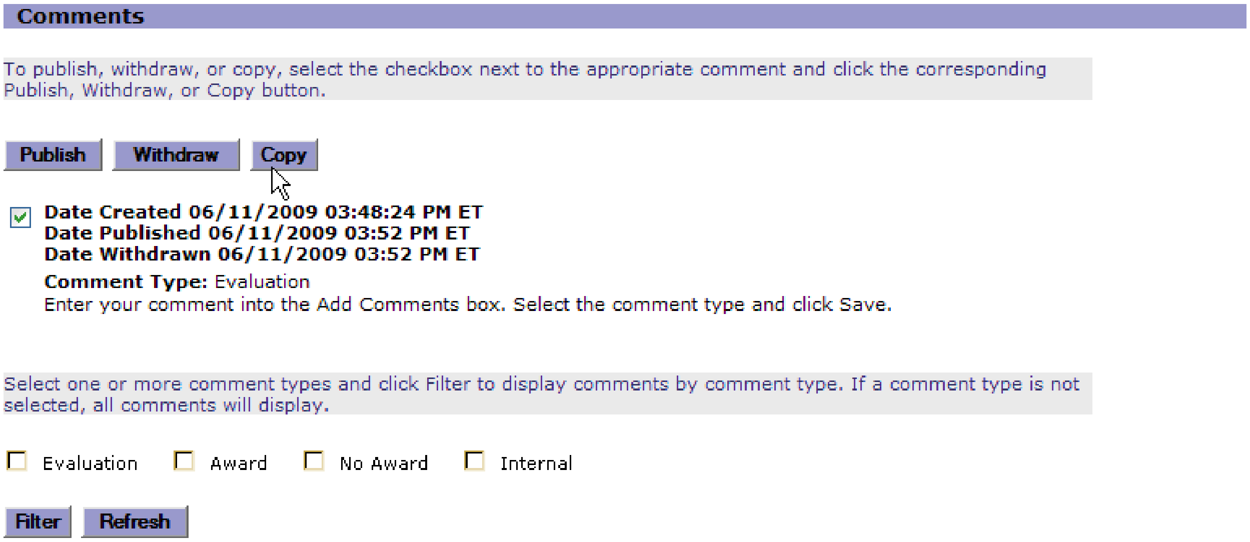
To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

☐ **Date Created 06/11/2009 03:48:24 PM ET**
Date Published 06/11/2009 03:52 PM ET
Date Withdrawn 06/11/2009 03:52 PM ET
Comment Type: Evaluation
Enter your comment into the Add Comments box. Select the comment type and click Save.

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

☐ Evaluation ☐ Award ☐ No Award ☐ Internal

A Date Withdrawn line is added to the comment to indicate when you withdrew the comment. After you withdraw a comment, you cannot publish it again. However, you can make a copy of the comment and publish the copied comment. To copy a comment, select the check box next to the comment and click **Copy**.



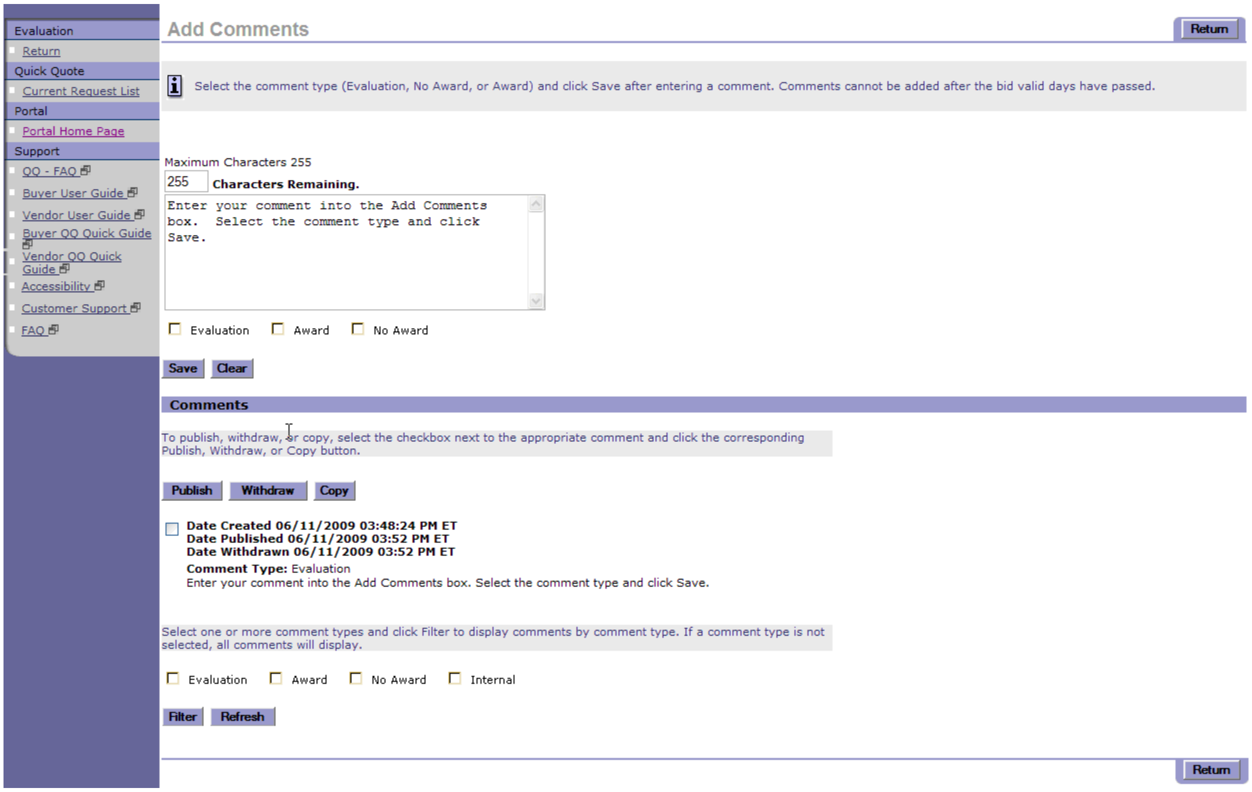
To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

☑ **Date Created 06/11/2009 03:48:24 PM ET**
Date Published 06/11/2009 03:52 PM ET
Date Withdrawn 06/11/2009 03:52 PM ET
Comment Type: Evaluation
Enter your comment into the Add Comments box. Select the comment type and click Save.

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

☐ Evaluation ☐ Award ☐ No Award ☐ Internal

The copied text appears in the text box. You can edit the comment if you want. To save the copied comment, select a comment type and click **Save**.


Evaluation
Return
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Return
Save
Clear
Publish
Withdraw
Copy
Filter
Refresh
Return

Add Comments

Select the comment type (Evaluation, No Award, or Award) and click Save after entering a comment. Comments cannot be added after the bid valid days have passed.

Maximum Characters 255

255 **Characters Remaining.**

Enter your comment into the Add Comments box. Select the comment type and click Save.

☐ Evaluation ☐ Award ☐ No Award

Comments

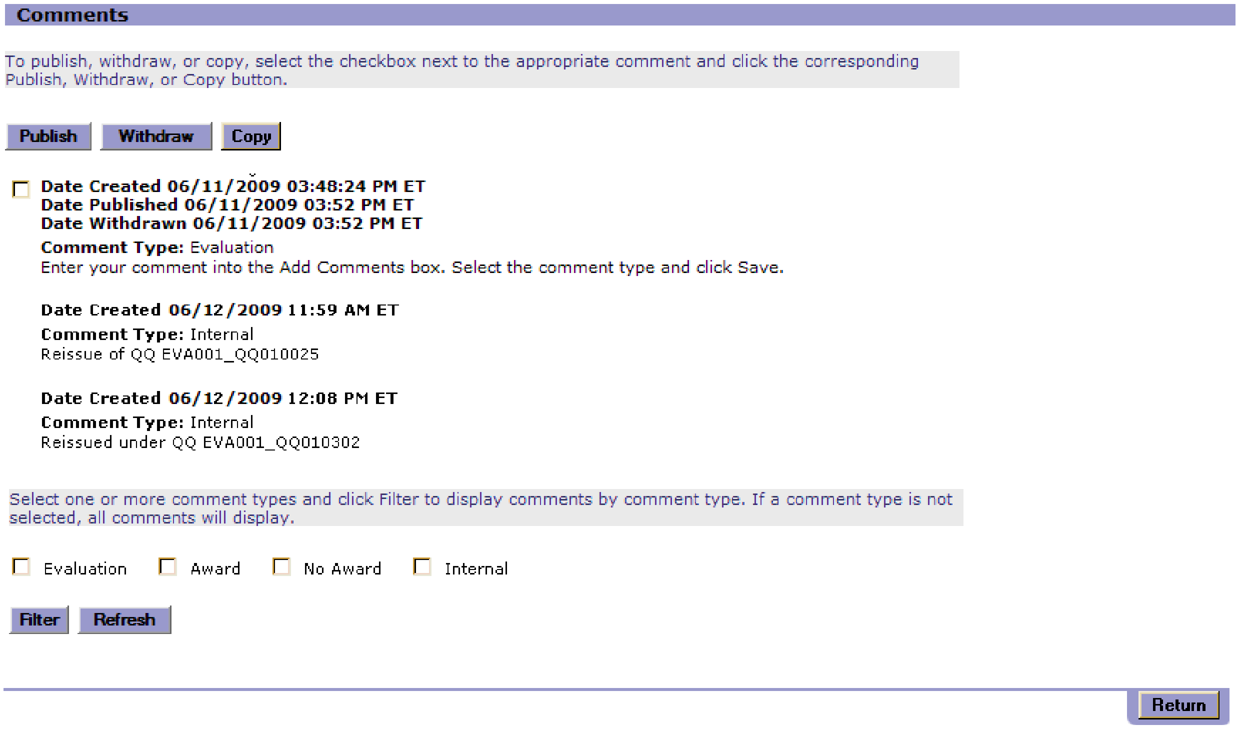
To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

☐ **Date Created 06/11/2009 03:48:24 PM ET**
Date Published 06/11/2009 03:52 PM ET
Date Withdrawn 06/11/2009 03:52 PM ET
Comment Type: Evaluation
Enter your comment into the Add Comments box. Select the comment type and click Save.

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

☐ Evaluation ☐ Award ☐ No Award ☐ Internal

Internal comments are system-generated comments added to the request as the result of a cancel and reissue or no award and reissue action to provide a reference between the canceled or no awarded request and the new reissued request created. You can view *Internal* comments in the Comments section at the bottom of the page. User data entry, publish, withdraw and copy actions are not available for *Internal* comments.



To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

☐ **Date Created 06/11/2009 03:48:24 PM ET**
Date Published 06/11/2009 03:52 PM ET
Date Withdrawn 06/11/2009 03:52 PM ET
Comment Type: Evaluation
Enter your comment into the Add Comments box. Select the comment type and click Save.

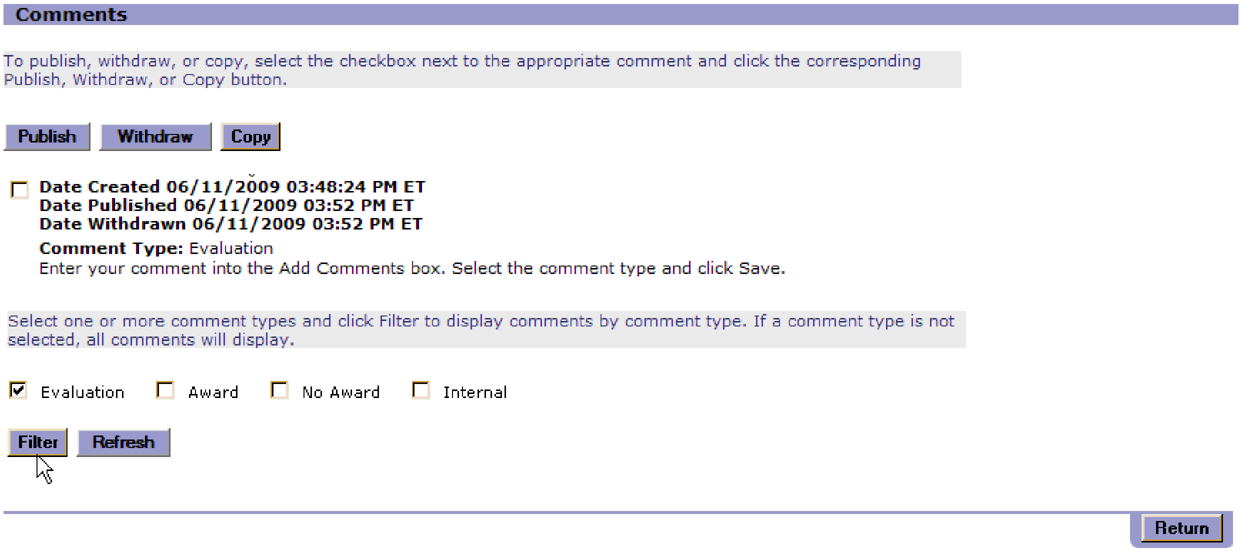
Date Created 06/12/2009 11:59 AM ET
Comment Type: Internal
Reissue of QQ EVA001_QQ010025

Date Created 06/12/2009 12:08 PM ET
Comment Type: Internal
Reissued under QQ EVA001_QQ010302

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

☐ Evaluation ☐ Award ☐ No Award ☐ Internal

To view comments by comment type, select the comment type(s) at the bottom of the page and click **Filter**.



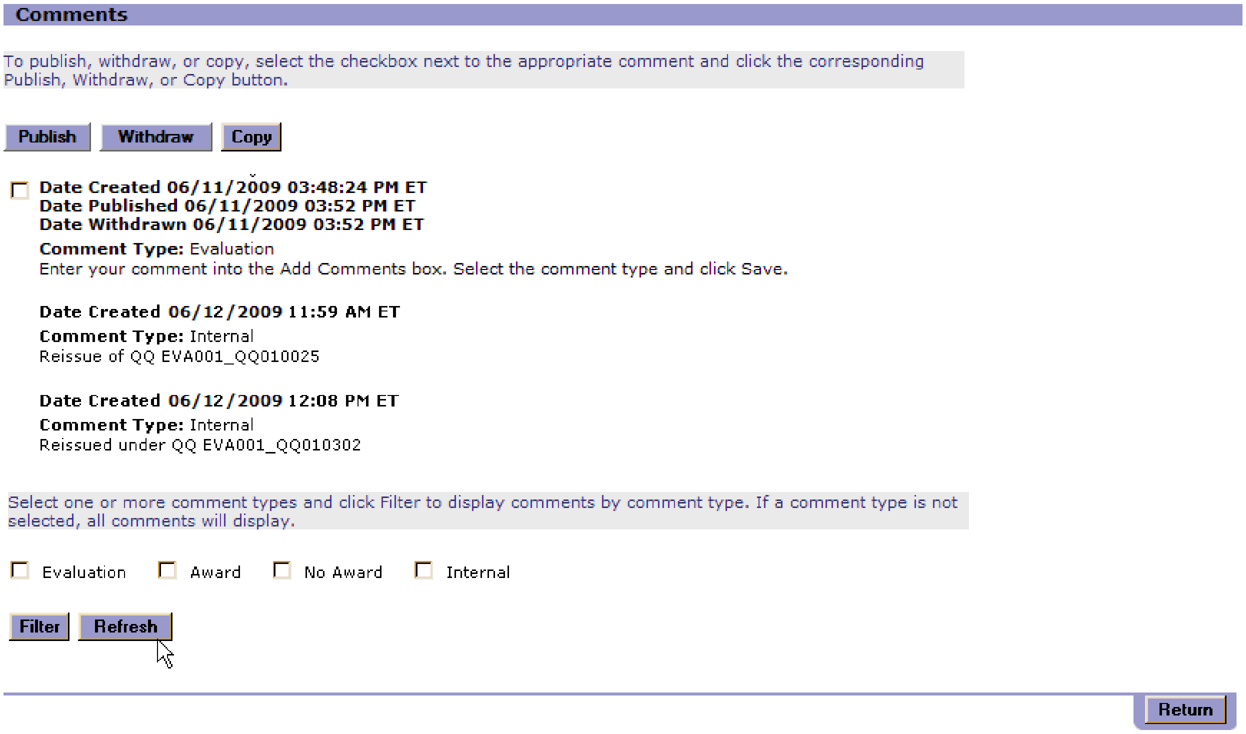
To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

☐ **Date Created 06/11/2009 03:48:24 PM ET**
Date Published 06/11/2009 03:52 PM ET
Date Withdrawn 06/11/2009 03:52 PM ET
Comment Type: Evaluation
Enter your comment into the Add Comments box. Select the comment type and click Save.

Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

☑ Evaluation ☐ Award ☐ No Award ☐ Internal

Click **Refresh** to reset the Comments section to display all comments.



To publish, withdraw, or copy, select the checkbox next to the appropriate comment and click the corresponding Publish, Withdraw, or Copy button.

☐ **Date Created 06/11/2009 03:48:24 PM ET**
Date Published 06/11/2009 03:52 PM ET
Date Withdrawn 06/11/2009 03:52 PM ET
Comment Type: Evaluation
Enter your comment into the Add Comments box. Select the comment type and click Save.

Date Created 06/12/2009 11:59 AM ET
Comment Type: Internal
Reissue of QQ EVA001_QQ010025

Date Created 06/12/2009 12:08 PM ET
Comment Type: Internal
Reissued under QQ EVA001_QQ010302

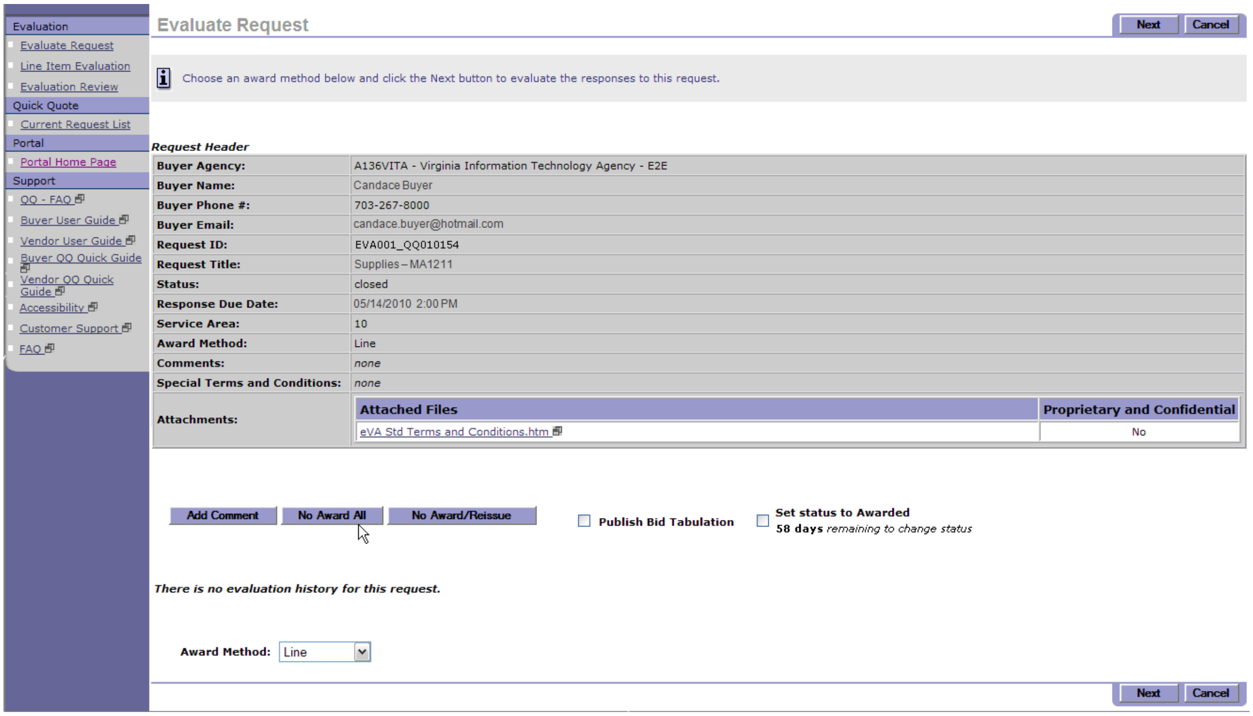
Select one or more comment types and click Filter to display comments by comment type. If a comment type is not selected, all comments will display.

☐ Evaluation ☐ Award ☐ No Award ☐ Internal

Click **Return** to return to the Evaluate Request page. (Note: if you access the Add Comments page from another page in Quick Quote other than the Evaluate page, you will be returned to that page.)

No Award All

If you do not want to award any item on the request, click the **No Award All** button. You are taken to the Evaluation Review page. Refer to the Evaluation Review section for further instructions about how to review and submit the evaluation.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	closed
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

☐ **Publish Bid Tabulation** ☐ **Set status to Awarded**
58 days *remaining to change status*

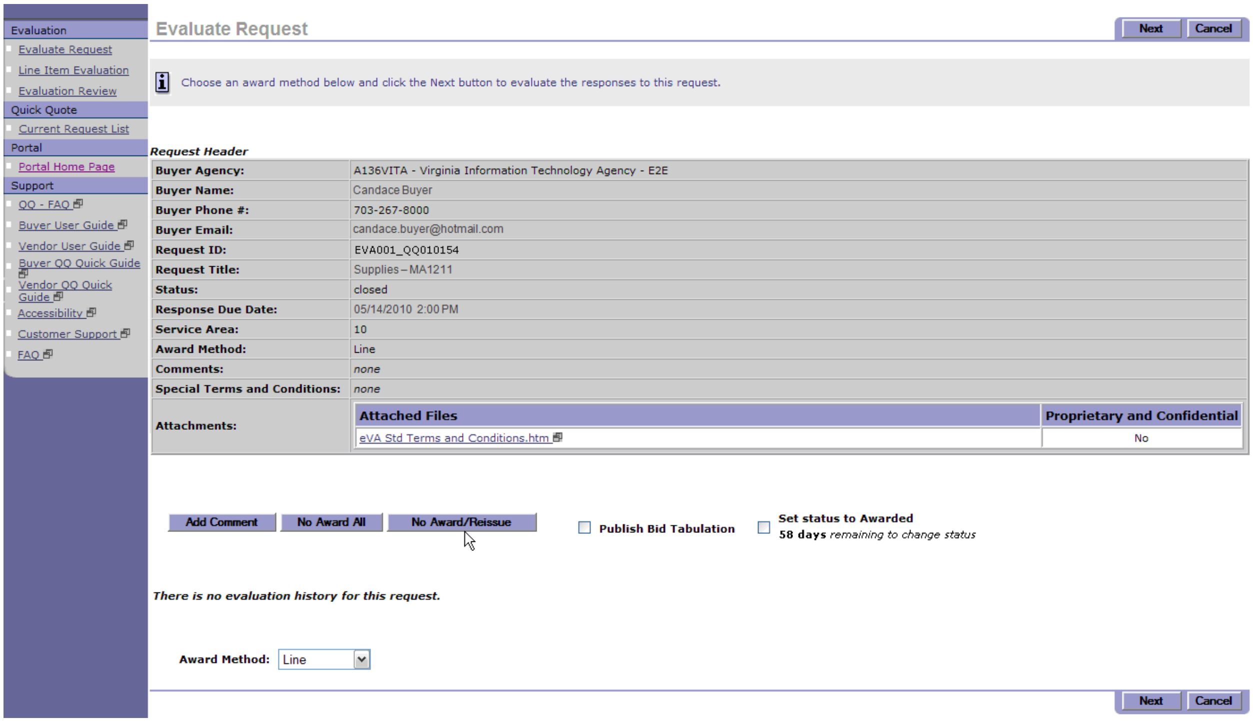
There is no evaluation history for this request.

Award Method: Line

*The **No Award All** button is available throughout the evaluation process.*

No Award/Reissue

If you want to no award and reissue the request, click the **No Award/Reissue** button. Refer to the No Award and Reissue section for further instructions about how to no award and reissue a request.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	closed
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

☐ **Publish Bid Tabulation**

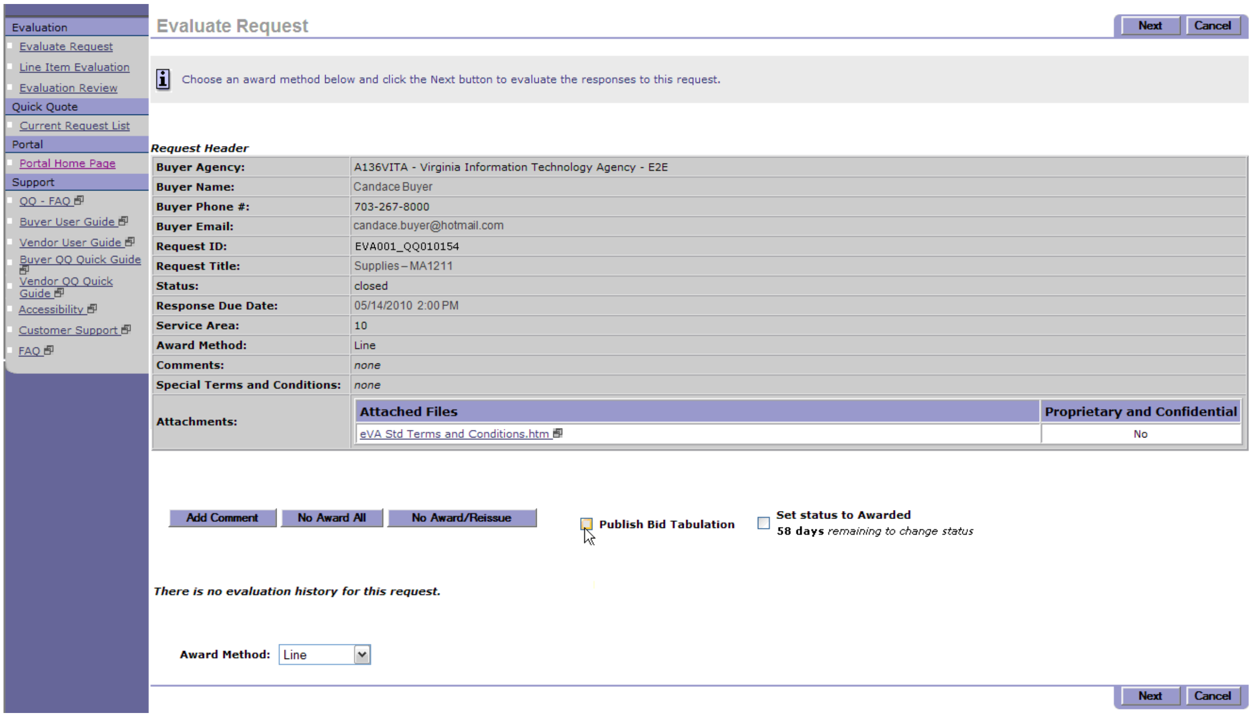
☐ **Set status to Awarded**
58 days *remaining to change status*

There is no evaluation history for this request.

Award Method: Line

Publish Bid Tabulation

If you want to publish the vendor bid information, select the Publish Bid Tabulation check box.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	closed
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

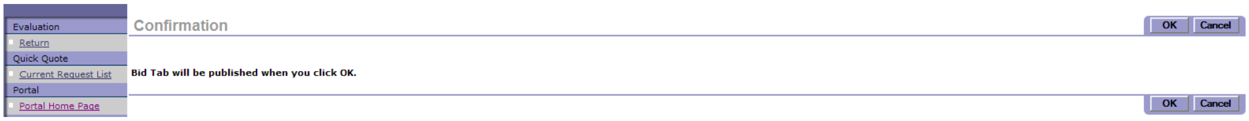
☐ **Publish Bid Tabulation**

☐ **Set status to Awarded**
58 days *remaining to change status*

There is no evaluation history for this request.

Award Method: Line

The Confirmation page displays. Click **OK** to publish the Bid Tabulation page. Vendors will receive an email or fax notification when you publish the Bid Tabulation page. Click **Cancel** to undo the action.

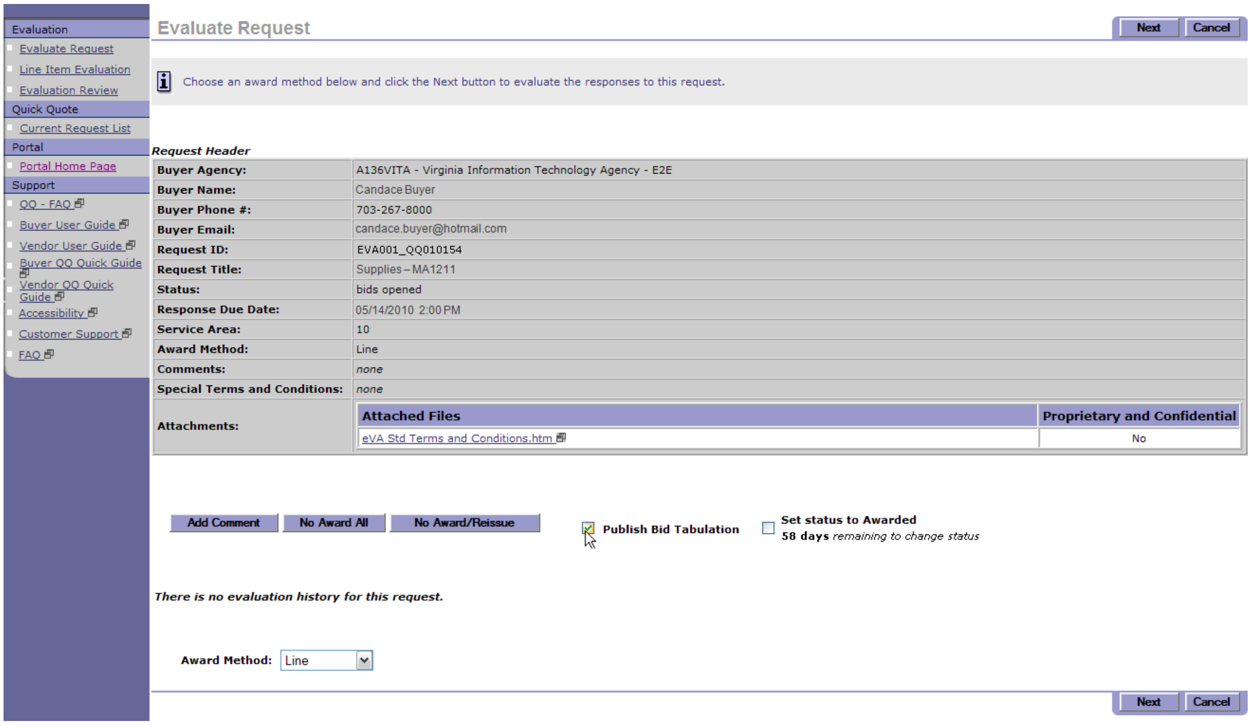

Evaluation
Return
Quick Quote
Current Request List
Portal
Portal Home Page
OK
Cancel
OK
Cancel

Confirmation

Bid Tab will be published when you click OK.

You are returned to the Evaluate Request page.

After the Bid Tabulation page is published, the status of the request changes from *closed* to *bids opened.*


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	bids opened
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	

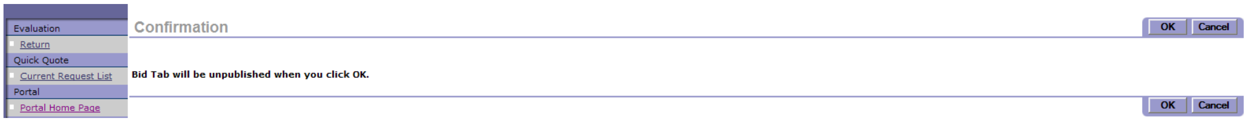
Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

☑ **Publish Bid Tabulation** ☐ **Set status to Awarded**
58 days *remaining to change status*

There is no evaluation history for this request.

Award Method: Line

To unpublish the Bid Tabulation page, deselect the Publish Bid Tabulation check box. A Confirmation page displays. Click OK to unpublish the Bid Tabulation page.


Evaluation
Return
Quick Quote
Current Request List
Portal
Portal Home Page
OK
Cancel
OK
Cancel

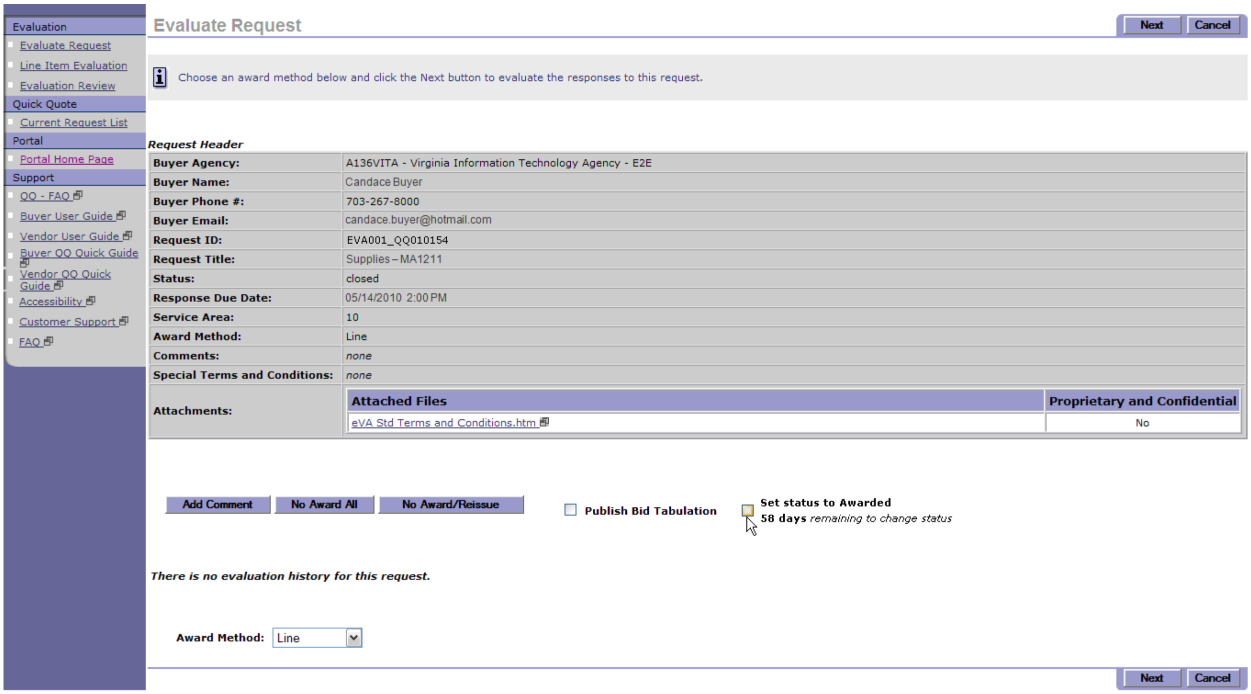
Confirmation

Bid Tab will be unpublished when you click OK.

On the Evaluate Request page, click **Next** to continue to the Line Item Evaluation, Lot Evaluation, or Grand Total Evaluation page, depending on what you selected as the award method.

Manual Award

If you want to manually update the request status to *awarded,* select the Set status to Awarded checkbox. You can manually update the status to awarded for up to 30 days past the expiration of the bid valid days by clicking the *Set Status to Awarded* check box.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	closed
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

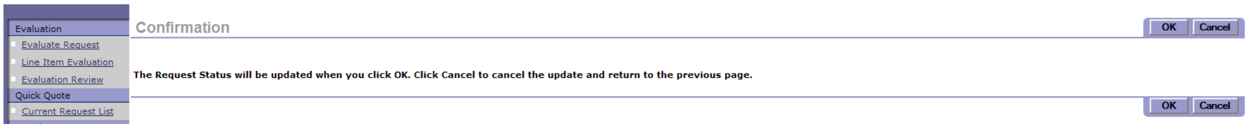
☐ **Publish Bid Tabulation**

☐ **Set status to Awarded**
58 days *remaining to change status*

There is no evaluation history for this request.

Award Method: Line

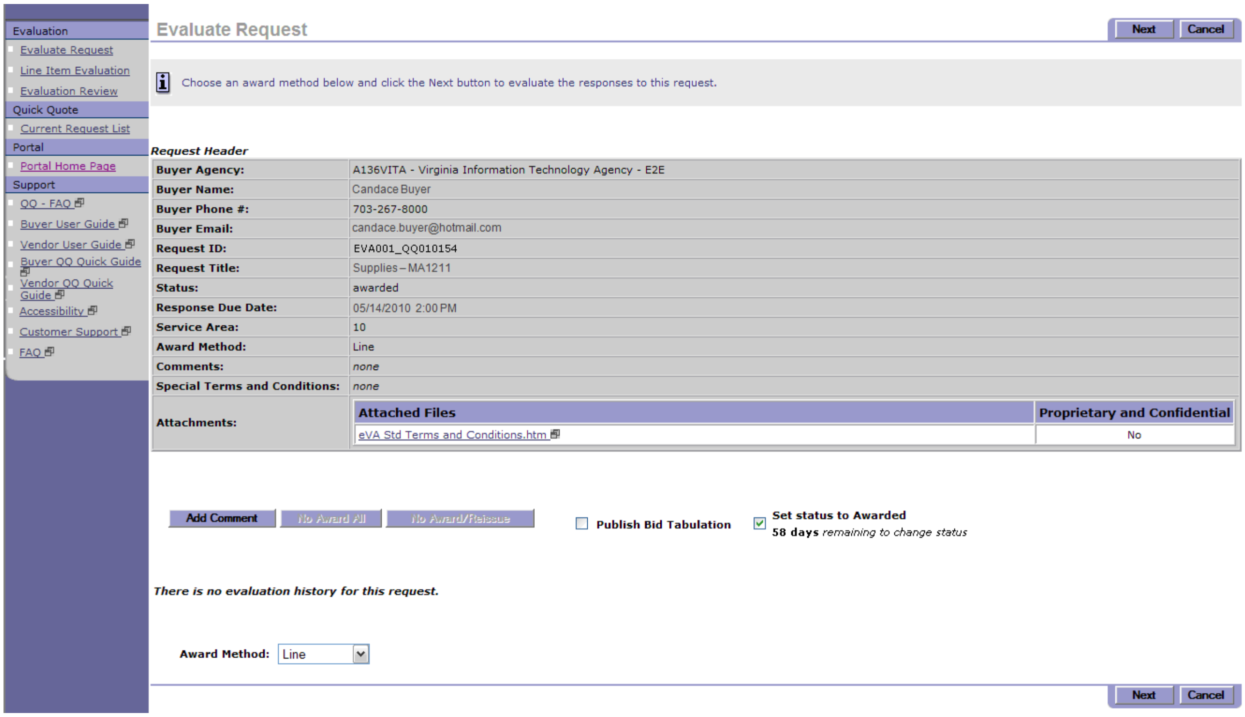
The Confirmation page displays. Click **OK** to manually update the request status to *awarded*. Click **Cancel** to undo the action.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
OK
Cancel

Confirmation

The Request Status will be updated when you click OK. Click Cancel to cancel the update and return to the previous page.

You are returned to the Evaluate Request page. After the Set status to Awarded check box is checked, the status of the request changes to *awarded.*


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Evaluate Request
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Next
Cancel

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	awarded
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	**Attached Files:** eVA Std Terms and Conditions.htm **Proprietary and Confidential:** No

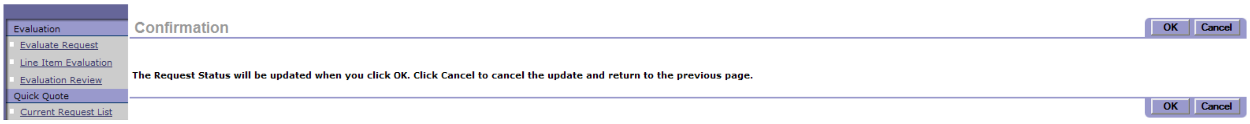
☐ **Publish Bid Tabulation**

☑ **Set status to Awarded**
58 days *remaining to change status*

There is no evaluation history for this request.

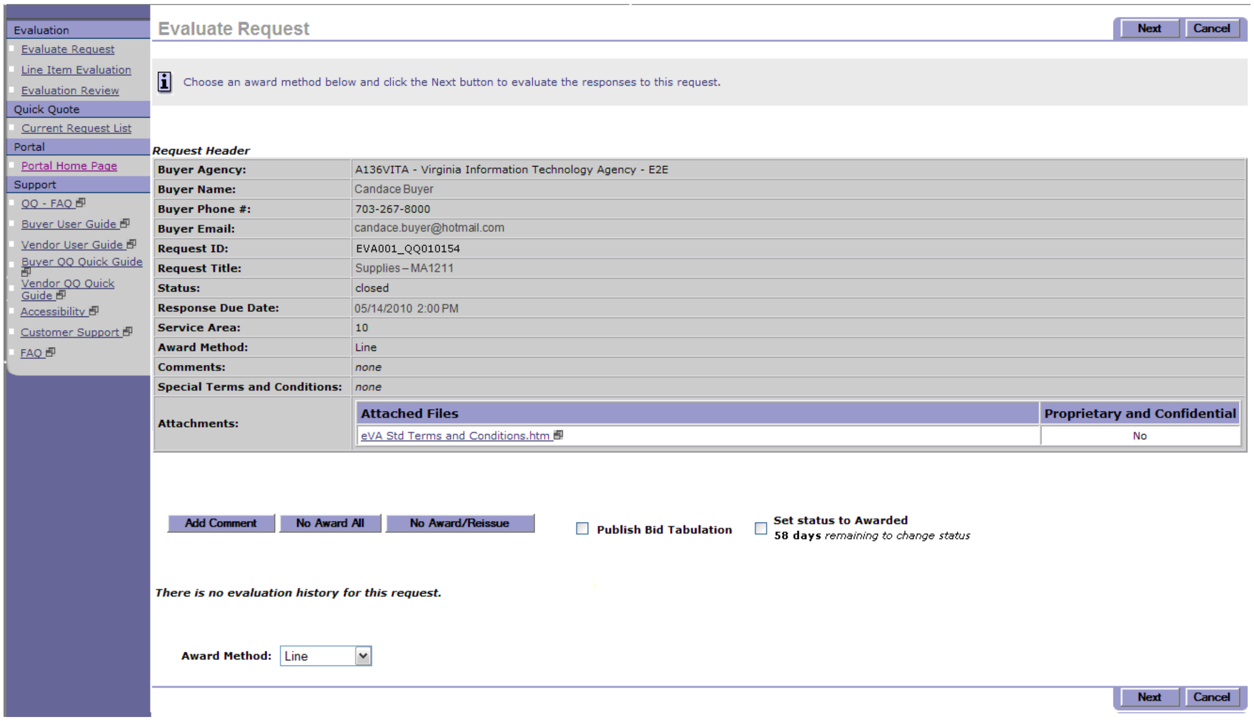
Award Method: Line

To reverse the manual awarded status, click the Set status to Awarded check box to de-select it. A Confirmation page displays. Click **OK** to reverse the manual awarded status. Click **Cancel** to undo the action.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Confirmation
OK
Cancel
OK
Cancel

The Request Status will be updated when you click OK. Click Cancel to cancel the update and return to the previous page.

You are returned to the Evaluate Request page and the Set status to Awarded check box is unchecked. The request status is updated to the appropriate pre-awarded status. If the request returns to *closed* or *bids opened* status, you can create paper responses.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	closed
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

☐ **Publish Bid Tabulation**

☐ **Set status to Awarded**
58 days *remaining to change status*

There is no evaluation history for this request.

Award Method: Line

Evaluation

The Line Item, Lot, or Grand Total Evaluation page allows you to compare prices using the selected award method.

Responses are initially sorted in descending order by Total. Click the Total column heading to sort the responses in ascending order. You can also click the SWAM column heading to sort by SWAM type. The Attachments column indicates if the vendor response includes attachments—Yes if there are any header or line attachments and No if there are no attachments in the response. Click a link in the Response ID column to view the details for the response.

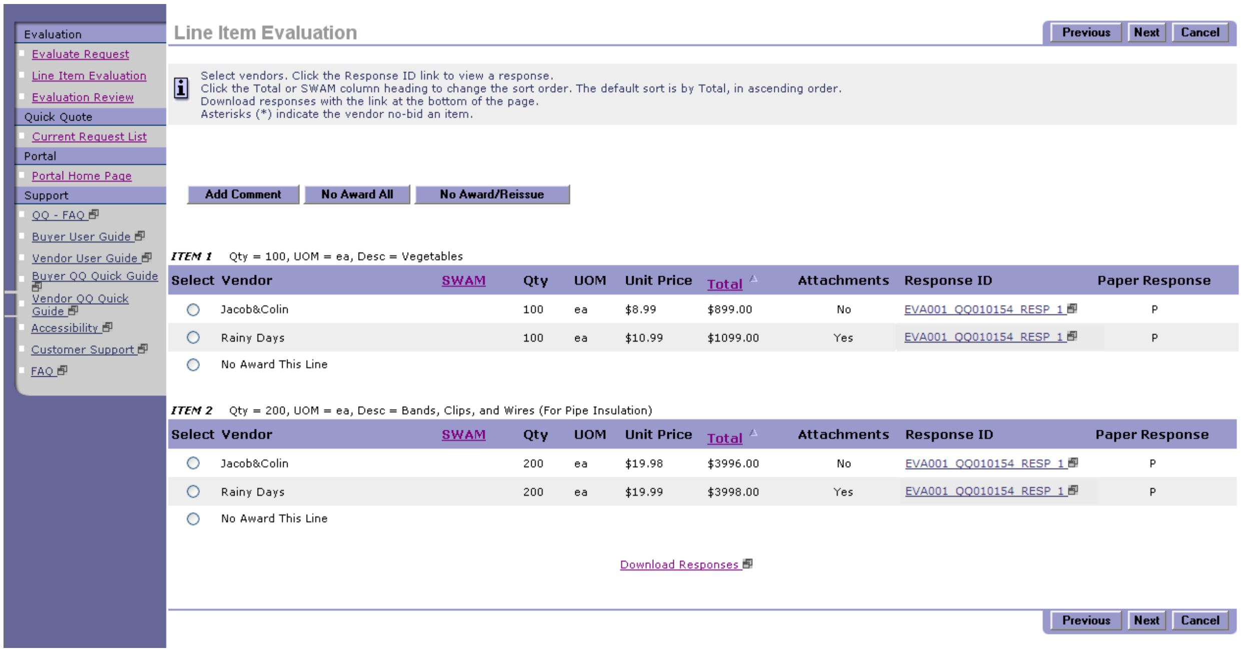
Line Item Evaluation

The Line Item Evaluation method groups responses by Line Item. Each section shows the item number, quantity, unit of measure, and description from the request.

You cannot award to a vendor with a *No Bid* response. No Bid lines are indicated with **$0.00* in the Total column, and dashes (--) in the Qty and UOM columns. Quick Quote will display a warning message on the Evaluation Review page when a vendor with a no bid item is selected.

If you want to no award and reissue the request, click the **No Award/Reissue** button. Refer to the No Award and Reissue section for further instructions about how to no award and reissue a request.

If the Set status to Awarded check box is selected on the Evaluate Request page, the **No Award All** button, **No Award/Reissue** button, and the **No Award This Line** radio button will be disabled.


Evaluation
Evaluate Request
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Support
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Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Line Item Evaluation
Previous
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Download Responses
Previous
Next
Cancel

Select vendors. Click the Response ID link to view a response.
Click the Total or SWAM column heading to change the sort order. The default sort is by Total, in ascending order.
Download responses with the link at the bottom of the page.
Asterisks (*) indicate the vendor no-bid an item.

ITEM 1 Qty = 100, UOM = ea, Desc = Vegetables

Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
○	Jacob&Colin		100	ea	$8.99	$899.00	No	EVA001_QQ010154_RESP_1	P
○	Rainy Days		100	ea	$10.99	$1099.00	Yes	EVA001_QQ010154_RESP_1	P
○	No Award This Line								

ITEM 2 Qty = 200, UOM = ea, Desc = Bands, Clips, and Wires (For Pipe Insulation)

Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
○	Jacob&Colin		200	ea	$19.98	$3996.00	No	EVA001_QQ010154_RESP_1	P
○	Rainy Days		200	ea	$19.99	$3998.00	Yes	EVA001_QQ010154_RESP_1	P
○	No Award This Line								

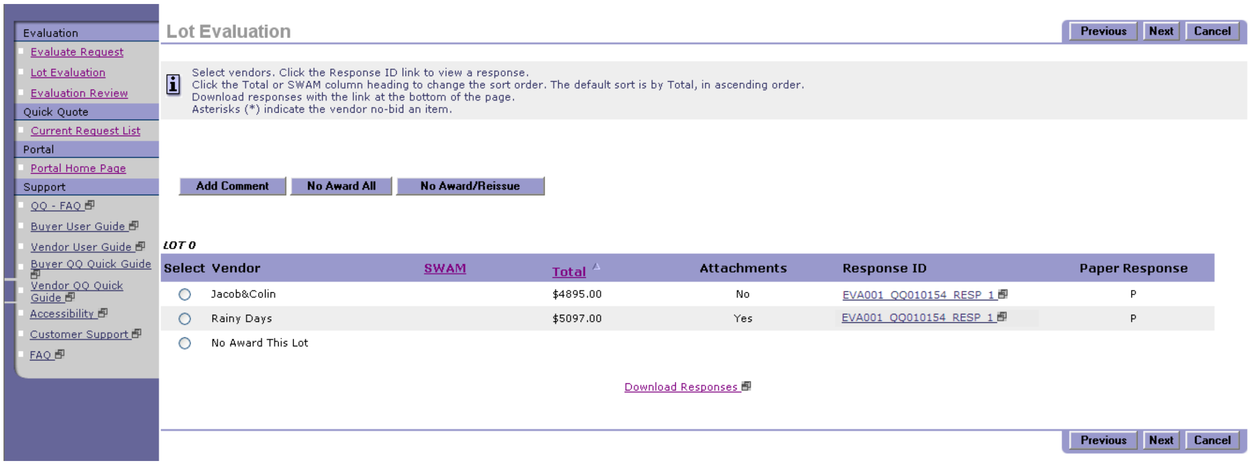
Lot Evaluation

The Lot Evaluation method groups responses by Lot.

If a response lot includes a *No Bid* line, it is marked with an asterisk (*). You cannot award to a vendor with a No Bid response. If necessary, change the award method to *Line Item*.

If you want to no award and reissue the request, click the **No Award/Reissue** button. Refer to the No Award and Reissue section for further instructions about how to no award and reissue a request.

If the Set status to Awarded check box is selected on the Evaluate Request page, the **No Award All** button, **No Award/Reissue** button and the **No Award This Lot** radio button will be disabled.


Evaluation
Evaluate Request
Lot Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Download Responses

Lot Evaluation

Select vendors. Click the Response ID link to view a response.
Click the Total or SWAM column heading to change the sort order. The default sort is by Total, in ascending order.
Download responses with the link at the bottom of the page.
Asterisks (*) indicate the vendor no-bid an item.

LOT 0

Select	Vendor	SWAM	Total	Attachments	Response ID	Paper Response
○	Jacob&Colin		$4895.00	No	EVA001_QQ010154_RESP_1	P
○	Rainy Days		$5097.00	Yes	EVA001_QQ010154_RESP_1	P
○	No Award This Lot					

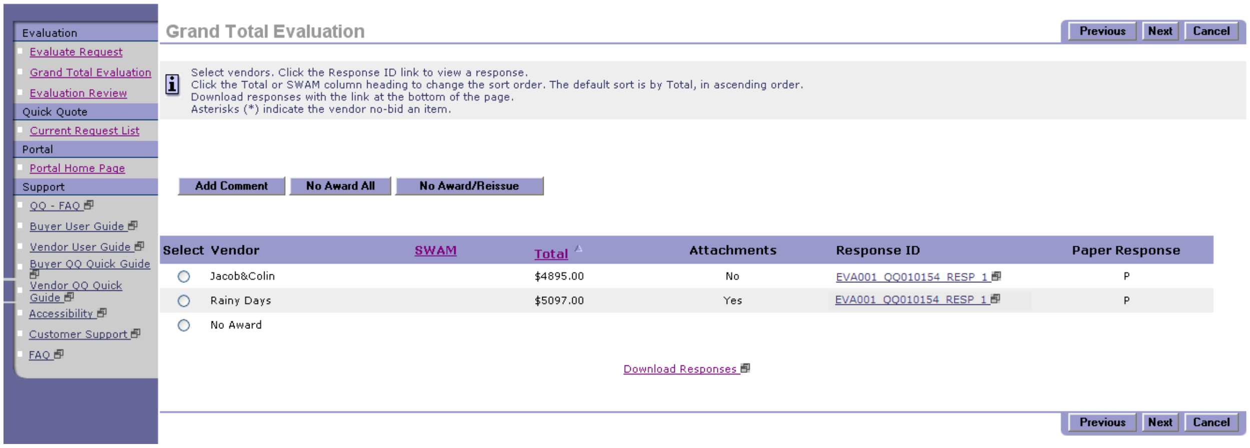
Grand Total Evaluation

The Grand Total Evaluation method lists all responses together by Total.

If a response includes a *No Bid* line, it will be marked with an asterisk (*). You cannot award to a vendor with a *No* Bid response. If necessary, change the award method to *Line Item*.

If you want to no award and reissue the request, click the **No Award/Reissue** button. Refer to the No Award and Reissue section for further instructions about how to no award and reissue a request.

If the Set status to Awarded check box is selected on the Evaluate Request page, the **No Award All** button, **No Award/Reissue** button and the **No Award** radio button will be disabled.


Evaluation
Evaluate Request
Grand Total Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Previous
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Download Responses
Previous
Next
Cancel

Grand Total Evaluation

Select vendors. Click the Response ID link to view a response.
Click the Total or SWAM column heading to change the sort order. The default sort is by Total, in ascending order.
Download responses with the link at the bottom of the page.
Asterisks (*) indicate the vendor no-bid an item.

Select	Vendor	SWAM	Total	Attachments	Response ID	Paper Response
○	Jacob&Colin		$4895.00	No	EVA001_QQ010154_RESP_1	P
○	Rainy Days		$5097.00	Yes	EVA001_QQ010154_RESP_1	P
○	No Award					

EVALUATE A REQUEST

There are three award decisions:

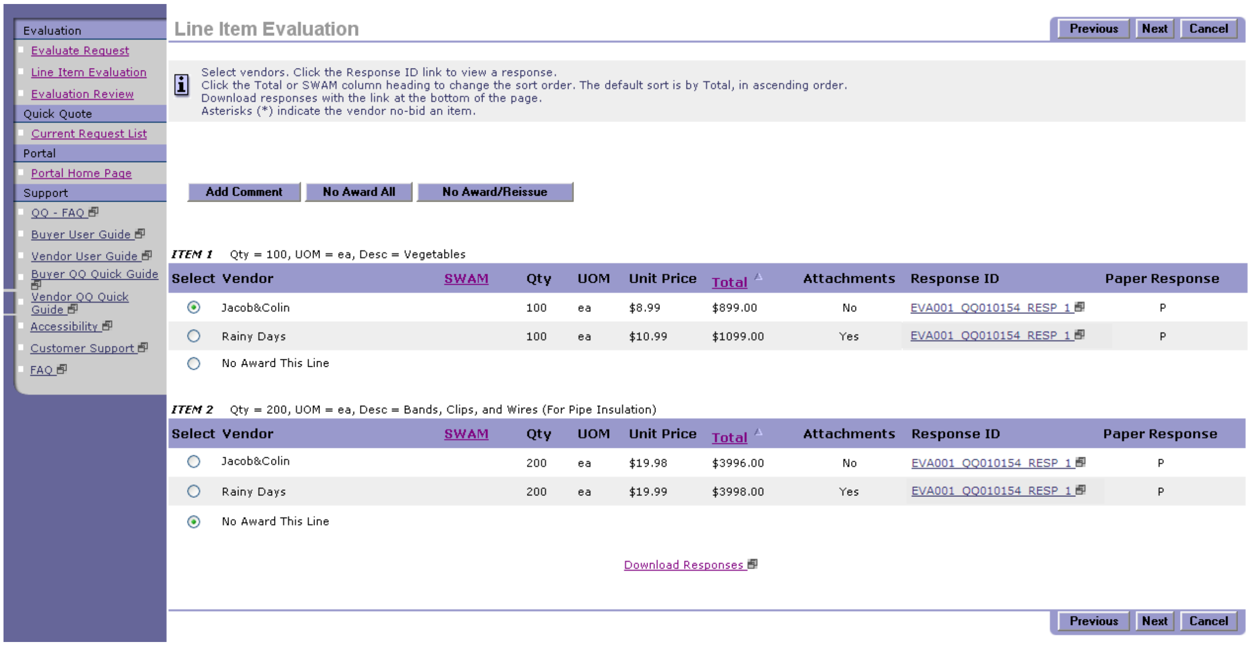
- Bids Opened
- No Award
- No Decision

For requests with multiple lines or lots, you have several options when evaluating based on the award method.

Award Method	**Bids Opened**	**No Award**	**No Decision**
Line Item	Each line can be awarded to a different vendor	Each line can be set to *No Award This Line*	Each line can be left undecided
Lot	Each lot can be awarded to a different vendor (all line items in the lot are awarded to one vendor)	Each lot can be set to *No Award This Lot* (all line items in the lot are not awarded)	Each lot can be left undecided
Grand Total	All line items are awarded to one vendor.	All items are set to *No Award*	The entire request is left undecided

Evaluation Review

After you have made your vendor selections, click **Next** on the Evaluation page to go to the Evaluation Review page.


Evaluation
Evaluate Request
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Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Line Item Evaluation
Previous
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Download Responses
Previous
Next
Cancel

Select vendors. Click the Response ID link to view a response.
Click the Total or SWAM column heading to change the sort order. The default sort is by Total, in ascending order.
Download responses with the link at the bottom of the page.
Asterisks (*) indicate the vendor no-bid an item.

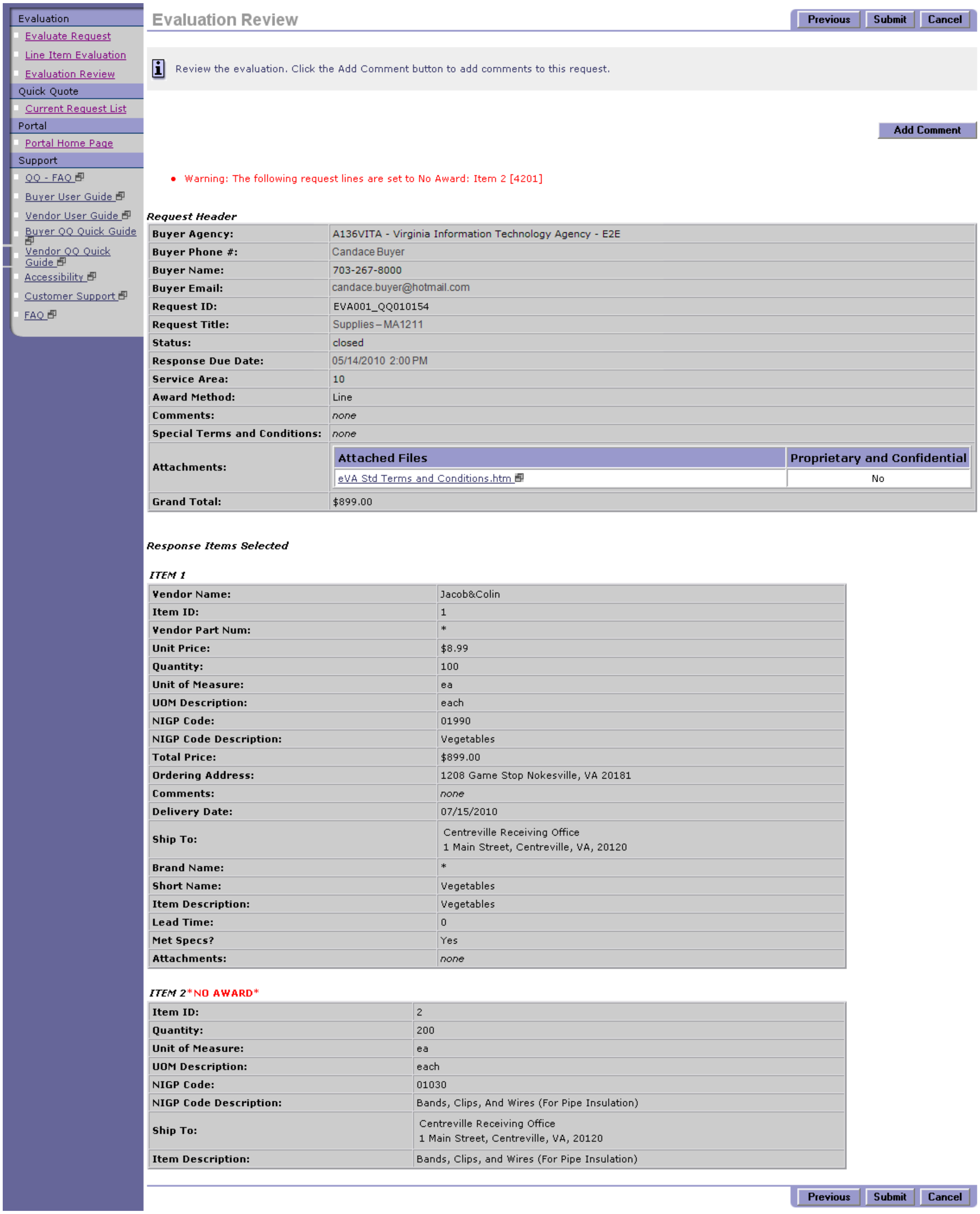
ITEM 1 Qty = 100, UOM = ea, Desc = Vegetables

Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
●	Jacob&Colin		100	ea	$8.99	$899.00	No	EVA001_QQ010154_RESP_1	P
○	Rainy Days		100	ea	$10.99	$1099.00	Yes	EVA001_QQ010154_RESP_1	P
○	No Award This Line								

ITEM 2 Qty = 200, UOM = ea, Desc = Bands, Clips, and Wires (For Pipe Insulation)

Select	Vendor	SWAM	Qty	UOM	Unit Price	Total	Attachments	Response ID	Paper Response
○	Jacob&Colin		200	ea	$19.98	$3996.00	No	EVA001_QQ010154_RESP_1	P
○	Rainy Days		200	ea	$19.99	$3998.00	Yes	EVA001_QQ010154_RESP_1	P
●	No Award This Line								

The Evaluation Review page displays a summary of your vendor selections. Items with either vendor selections made or that are set to *no award* are displayed. Review the evaluation details then click **Submit** to complete the evaluation.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Evaluation Review
Previous
Submit
Cancel
Add Comment

Review the evaluation. Click the Add Comment button to add comments to this request.

- Warning: The following request lines are set to No Award: Item 2 [4201]

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Phone #:	Candace Buyer
Buyer Name:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	closed
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	**Attached Files**: eVA Std Terms and Conditions.htm **Proprietary and Confidential**: No
Grand Total:	$899.00

Response Items Selected

ITEM 1

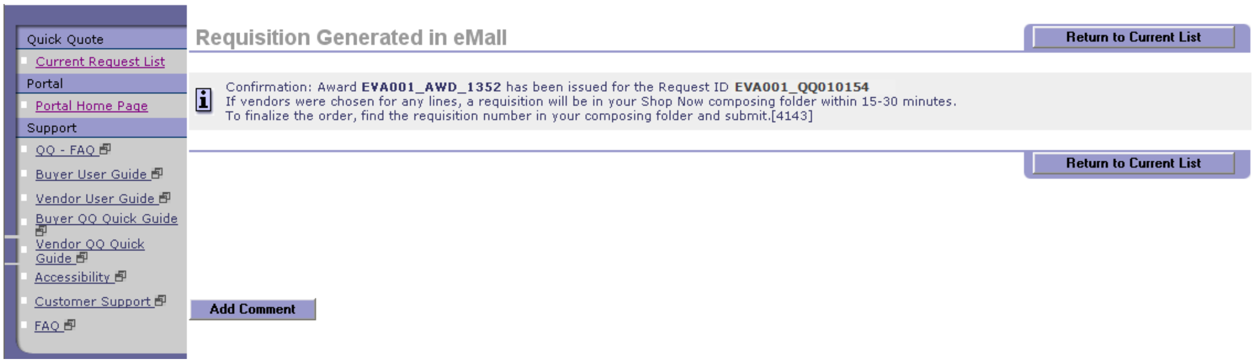
Vendor Name:	Jacob&Colin
Item ID:	1
Vendor Part Num:	*
Unit Price:	$8.99
Quantity:	100
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	01990
NIGP Code Description:	Vegetables
Total Price:	$899.00
Ordering Address:	1208 Game Stop Nokesville, VA 20181
Comments:	*none*
Delivery Date:	07/15/2010
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Brand Name:	*
Short Name:	Vegetables
Item Description:	Vegetables
Lead Time:	0
Met Specs?	Yes
Attachments:	*none*

ITEM 2***NO AWARD***

Item ID:	2
Quantity:	200
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	01030
NIGP Code Description:	Bands, Clips, And Wires (For Pipe Insulation)
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Item Description:	Bands, Clips, and Wires (For Pipe Insulation)

Requisition Generated in eMall

The Requisition Generated in eMall page displays with the ID number associated with your submitted evaluation decisions. Click the **Return to Current List** button to go back to the Current Request List page.


Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Requisition Generated in eMall
Return to Current List
Return to Current List
Add Comment

Confirmation: Award **EVA001_AWD_1352** has been issued for the Request ID **EVA001_QQ010154**
If vendors were chosen for any lines, a requisition will be in your Shop Now composing folder within 15-30 minutes.
To finalize the order, find the requisition number in your composing folder and submit.[4143]

Award Completion

When you submit an evaluation, the status of the request changes to *bids opened,* and an eMall requisition is created with you as the preparer and a requisition number that includes the Quick Quote request ID and award number. The requisition is typically created in the eMall composing folder within 30 minutes of the award submission.

eMall Requisition Creation

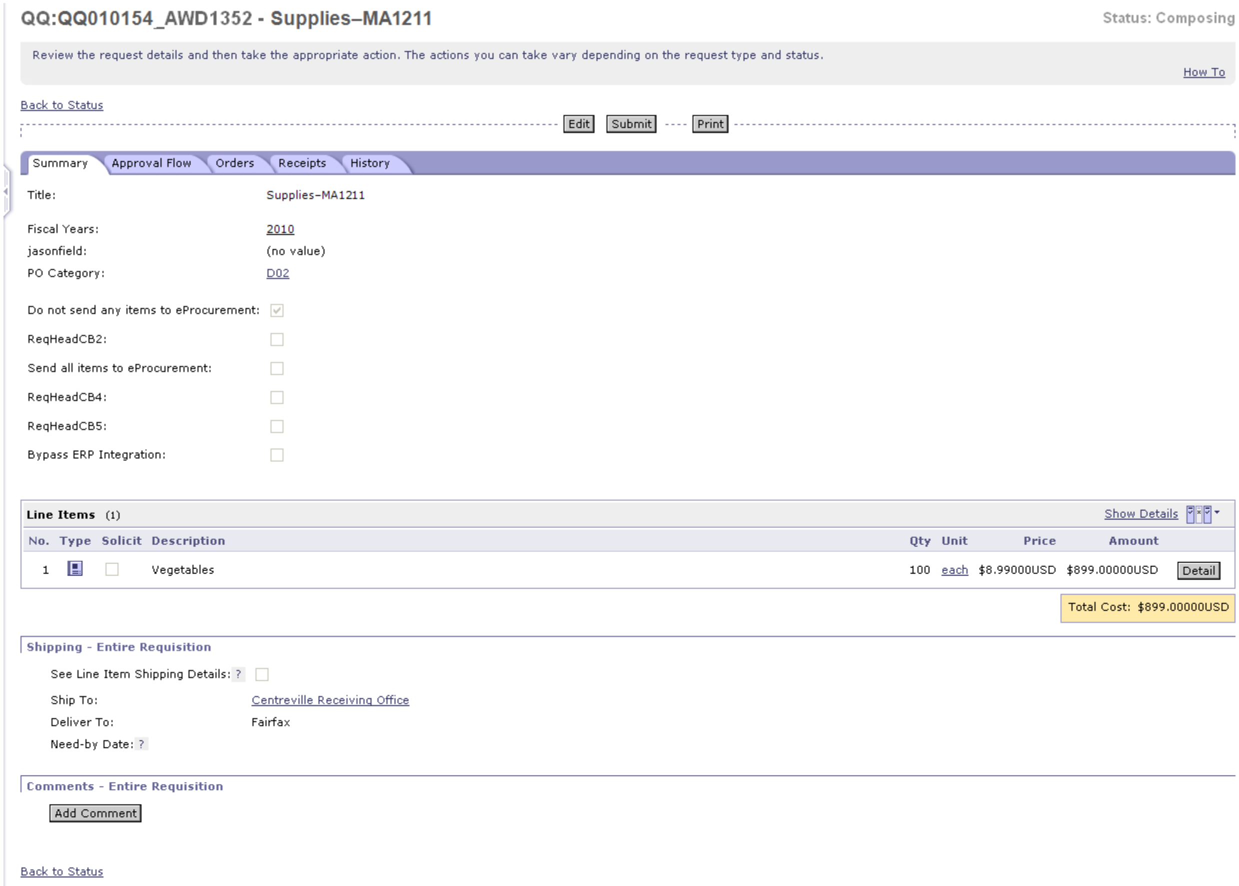
The eMall creates a requisition from the Quick Quote evaluation using your User Profile and Group Profile default values for all Requisition Header, Line, Accounting, Ship To, and Bill To fields. The requisition uses the same edits and approval workflow as any other requisition you create in the eMall.

- The requisition number is created from the Quick Quote request ID and award number and is stored at the header and line levels on the Requisition. Storing the requisition number with each line helps identify whether the requisition lines was created in Quick Quote or the eMall.
- Since Quick Quote does not store details on a vendor’s Ordering Location, the vendor’s first Ordering Location is associated with all line items.
- The Need-by Date will be the buyer’s delivery date, unless the vendor’s Lead Time (that is, number of days from Award Date) requires a later date.
- The Commodity Code field shows the UNSPSC description translated from the Quick Quote NIGP code.
- The NIGP Code from the Quick Quote request appears in the NIGP Commodity Code field on the eMall requisition.

You can edit any field, including choosing a different vendor ordering location. You can also add other items.

After the requisition is fully approved, the eMall creates a purchase order for each vendor and ordering location on the requisition.

Below is an example of an eMall requisition created from a Quick Quote award. Click the **Detail** button to open the Requisition Details: View Line Item page.



QQ:QQ010154_AWD1352 - Supplies–MA1211 Status: Composing

Review the request details and then take the appropriate action. The actions you can take vary depending on the request type and status.

How To

Back to Status

Title: Supplies–MA1211

Fiscal Years: 2010
jasonfield: (no value)
PO Category: D02

Do not send any items to eProcurement: ☑
ReqHeadCB2: ☐
Send all items to eProcurement: ☐
ReqHeadCB4: ☐
ReqHeadCB5: ☐
Bypass ERP Integration: ☐

Line Items (1) Show Details

No.	Type	Solicit	Description	Qty	Unit	Price	Amount	
1		☐	Vegetables	100	each	$8.99000USD	$899.00000USD	Detail

Total Cost: $899.00000USD

Shipping - Entire Requisition

See Line Item Shipping Details: ? ☐
Ship To: Centreville Receiving Office
Deliver To: Fairfax
Need-by Date: ?

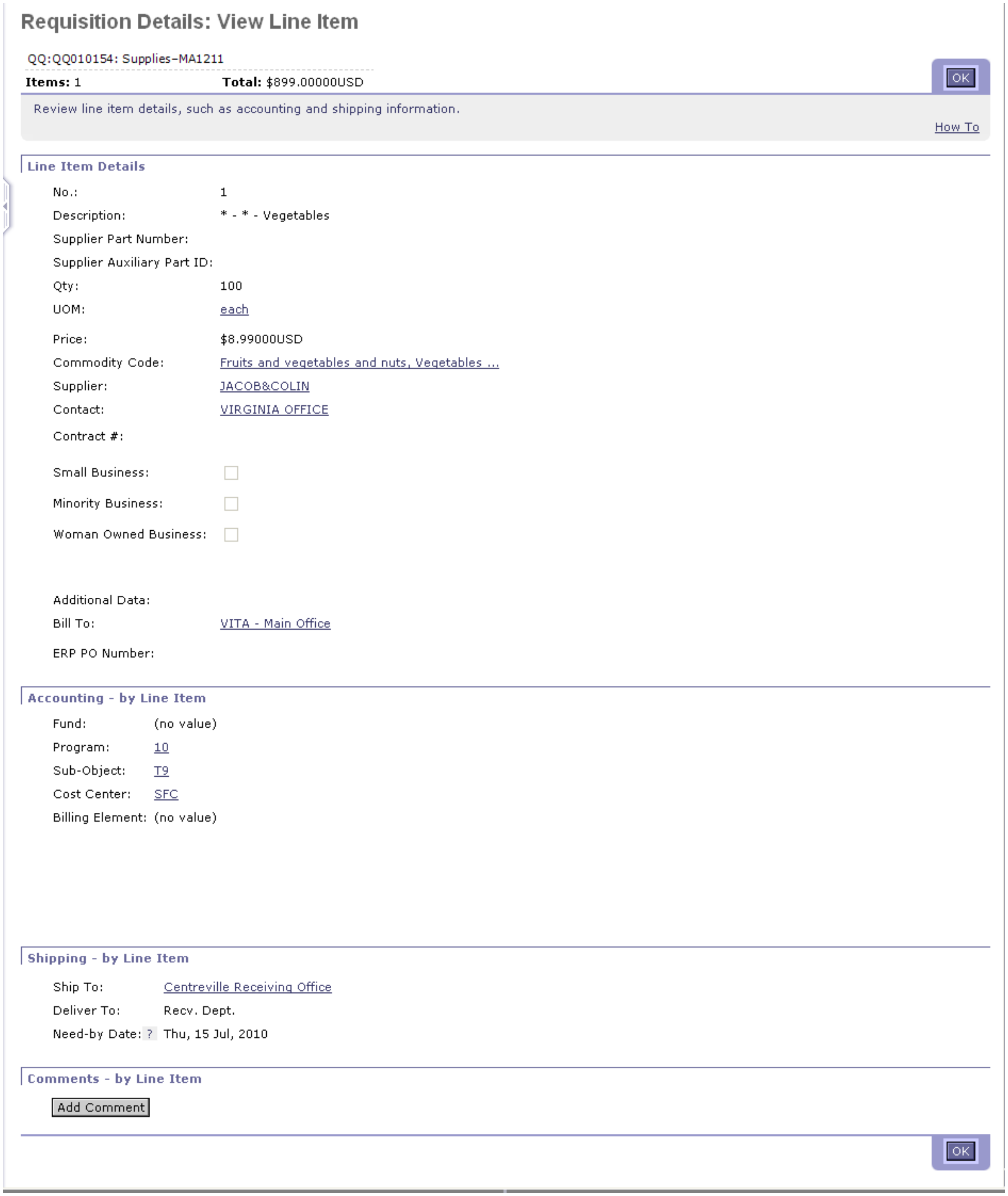
Comments - Entire Requisition

Back to Status

The Requisition Details: View Line Item page includes:

- The Quick Quote ID in the Item Cross Reference field
- The Quick Quote NIGP Code in the NIGP Commodity Code field

Click **OK** to return to the requisition detail page.



Requisition Details: View Line Item

QQ:QQ010154: Supplies–MA1211

Items: 1 **Total:** $899.00000USD

Review line item details, such as accounting and shipping information.

Line Item Details

No.:	1
Description:	* - * - Vegetables
Supplier Part Number:	
Supplier Auxiliary Part ID:	
Qty:	100
UOM:	each
Price:	$8.99000USD
Commodity Code:	Fruits and vegetables and nuts, Vegetables ...
Supplier:	JACOB&COLIN
Contact:	VIRGINIA OFFICE
Contract #:	
Small Business:	☐
Minority Business:	☐
Woman Owned Business:	☐
Additional Data:	
Bill To:	VITA - Main Office
ERP PO Number:	

Accounting - by Line Item

Fund:	(no value)
Program:	10
Sub-Object:	T9
Cost Center:	SFC
Billing Element:	(no value)

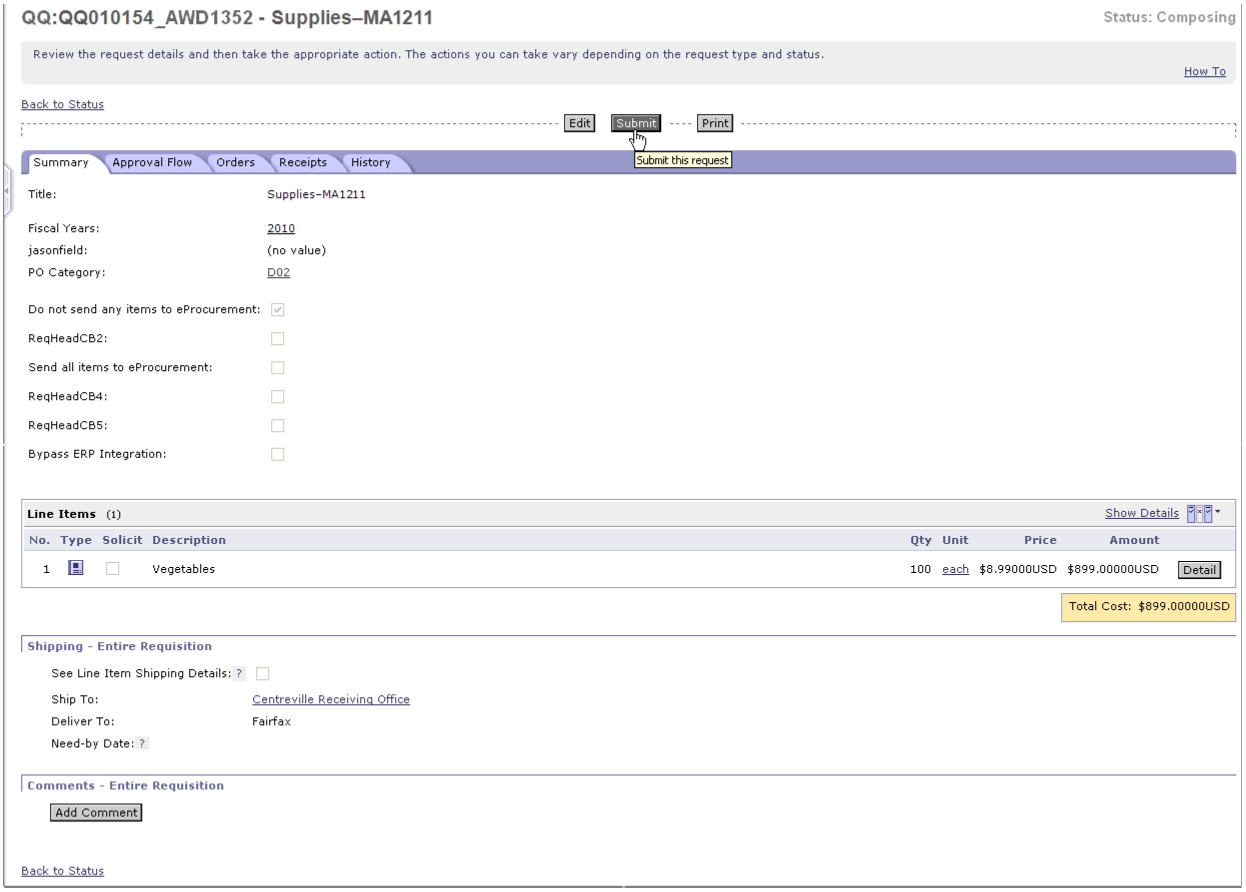
Shipping - by Line Item

Ship To:	Centreville Receiving Office
Deliver To:	Recv. Dept.
Need-by Date: ?	Thu, 15 Jul, 2010

Comments - by Line Item

Submit eMall Requisition

Click the **Submit** button to send your order to the vendor.



QQ:QQ010154_AWD1352 - Supplies–MA1211

Status: Composing

Review the request details and then take the appropriate action. The actions you can take vary depending on the request type and status.

How To

Title: Supplies–MA1211

Fiscal Years: 2010

jasonfield: (no value)

PO Category: D02

Do not send any items to eProcurement: ☑

ReqHeadCB2: ☐

Send all items to eProcurement: ☐

ReqHeadCB4: ☐

ReqHeadCB5: ☐

Bypass ERP Integration: ☐

Line Items (1)

No.	Type	Solicit	Description	Qty	Unit	Price	Amount	
1	▣	☐	Vegetables	100	each	$8.99000USD	$899.00000USD	Detail

Total Cost: $899.00000USD

Shipping - Entire Requisition

See Line Item Shipping Details: ? ☐

Ship To: Centreville Receiving Office

Deliver To: Fairfax

Need-by Date: ?

Comments - Entire Requisition

Re-Awarding a Request

If a situation arises such as a vendor failing to perform, you can re-evaluate the Quick Quote request. You can re-evaluate a request as many times as you want until the Bid Valid Days of the request passes. At that time, the request moves from the Current Request List to the Past Request List.

Evaluation History

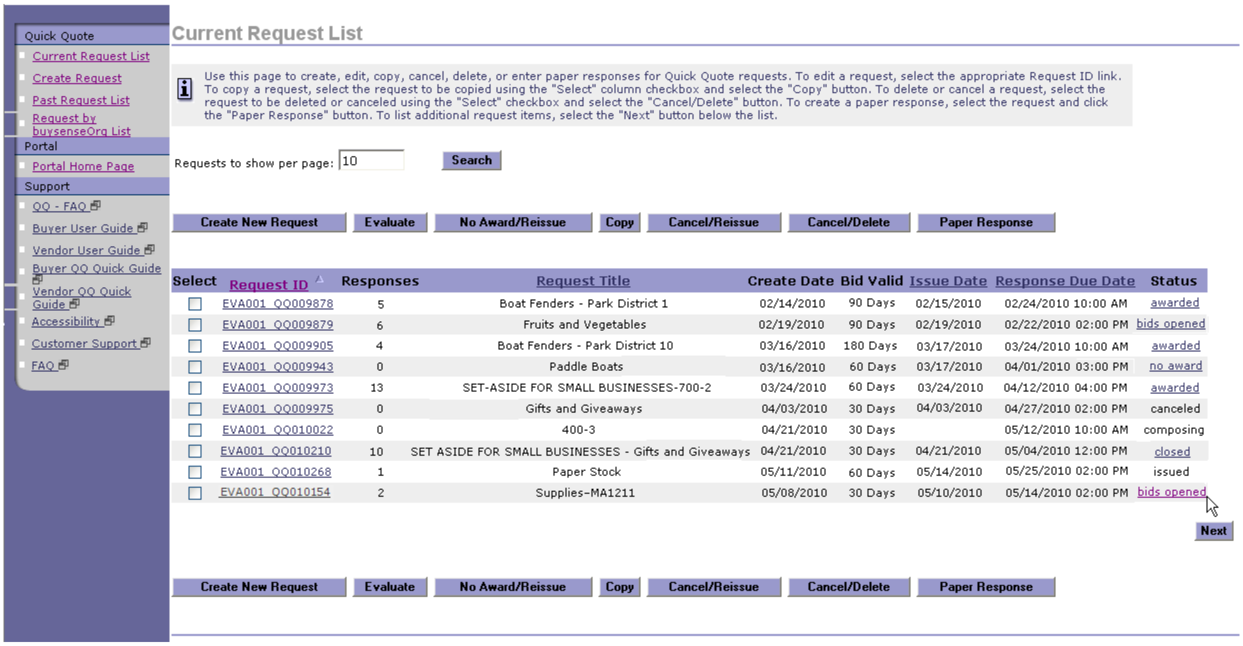
Quick Quote keeps a record of the evaluation history for each request. You can view the evaluation history of the request in two places:

- The Bid Tabulation Summary page
- The Evaluate Request page

Bid Tabulation Summary Page

From the Current or Past Request List, click the link in the Status column of the request to access the Bid Tabulation Summary page. The links will be active for these statuses:

- closed (Current Request List)
- bids opened (Current Request List)
- awarded (Current and Past Request Lists)
- no award (Current and Past Request Lists)
- contact buyer (Past Request List)

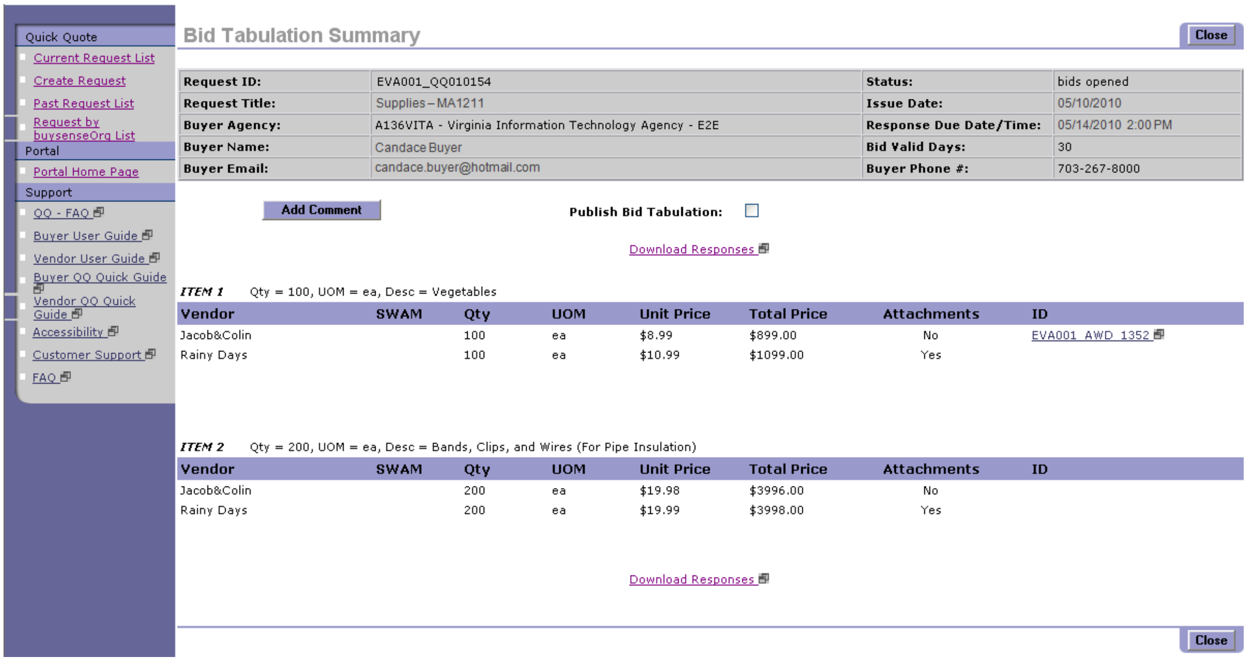

Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Current Request List
Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response
Next

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ009878	5	Boat Fenders - Park District 1	02/14/2010	90 Days	02/15/2010	02/24/2010 10:00 AM	awarded
☐	EVA001_QQ009879	6	Fruits and Vegetables	02/19/2010	90 Days	02/19/2010	02/22/2010 02:00 PM	bids opened
☐	EVA001_QQ009905	4	Boat Fenders - Park District 10	03/16/2010	180 Days	03/17/2010	03/24/2010 10:00 AM	awarded
☐	EVA001_QQ009943	0	Paddle Boats	03/16/2010	60 Days	03/17/2010	04/01/2010 03:00 PM	no award
☐	EVA001_QQ009973	13	SET-ASIDE FOR SMALL BUSINESSES-700-2	03/24/2010	60 Days	03/24/2010	04/12/2010 04:00 PM	awarded
☐	EVA001_QQ009975	0	Gifts and Giveaways	04/03/2010	30 Days	04/03/2010	04/27/2010 02:00 PM	canceled
☐	EVA001_QQ010022	0	400-3	04/21/2010	30 Days		05/12/2010 10:00 AM	composing
☐	EVA001_QQ010210	10	SET ASIDE FOR SMALL BUSINESSES - Gifts and Giveaways	04/21/2010	30 Days	04/21/2010	05/04/2010 12:00 PM	closed
☐	EVA001_QQ010268	1	Paper Stock	05/11/2010	60 Days	05/14/2010	05/25/2010 02:00 PM	issued
☐	EVA001_QQ010154	2	Supplies–MA1211	05/08/2010	30 Days	05/10/2010	05/14/2010 02:00 PM	bids opened

This page displays all vendor responses and award decisions for the request. Click a link under the ID column to view the evaluation history.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Bid Tabulation Summary
Close
Add Comment
Download Responses
Download Responses
Close

Request ID:	EVA001_QQ010154	**Status:**	bids opened
Request Title:	Supplies – MA1211	**Issue Date:**	05/10/2010
Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E	**Response Due Date/Time:**	05/14/2010 2:00 PM
Buyer Name:	Candace Buyer	**Bid Valid Days:**	30
Buyer Email:	candace.buyer@hotmail.com	**Buyer Phone #:**	703-267-8000

Publish Bid Tabulation: ☐

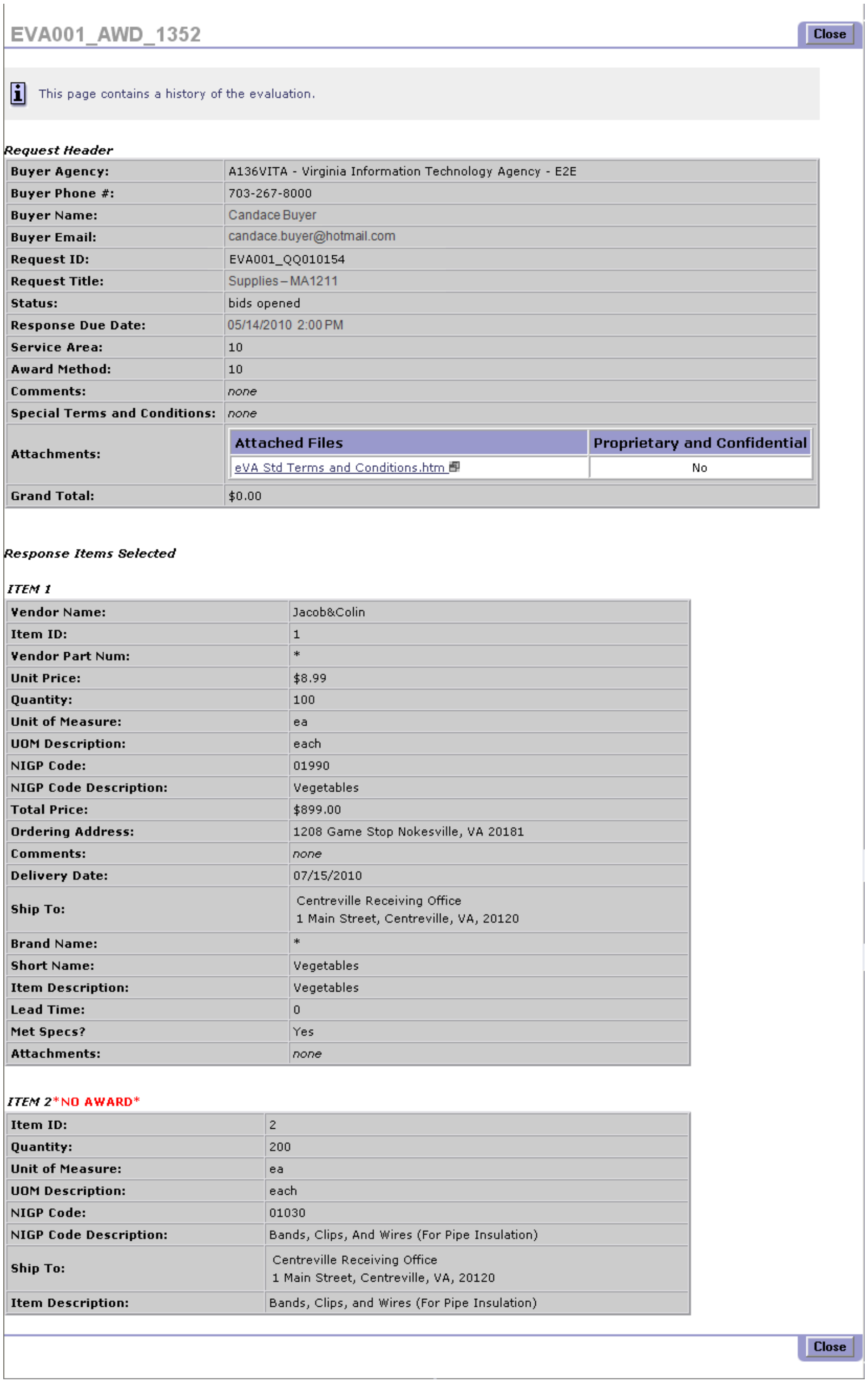
ITEM 1 Qty = 100, UOM = ea, Desc = Vegetables

Vendor	SWAM	Qty	UOM	Unit Price	Total Price	Attachments	ID
Jacob&Colin		100	ea	$8.99	$899.00	No	EVA001_AWD_1352
Rainy Days		100	ea	$10.99	$1099.00	Yes	

ITEM 2 Qty = 200, UOM = ea, Desc = Bands, Clips, and Wires (For Pipe Insulation)

Vendor	SWAM	Qty	UOM	Unit Price	Total Price	Attachments	ID
Jacob&Colin		200	ea	$19.98	$3996.00	No	
Rainy Days		200	ea	$19.99	$3998.00	Yes	

The evaluation history displays in a new window.



EVA001_AWD_1352

This page contains a history of the evaluation.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Phone #:	703-267-8000
Buyer Name:	Candace Buyer
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	bids opened
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	10
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	**Attached Files**: eVA Std Terms and Conditions.htm **Proprietary and Confidential**: No
Grand Total:	$0.00

Response Items Selected

ITEM 1

Vendor Name:	Jacob&Colin
Item ID:	1
Vendor Part Num:	*
Unit Price:	$8.99
Quantity:	100
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	01990
NIGP Code Description:	Vegetables
Total Price:	$899.00
Ordering Address:	1208 Game Stop Nokesville, VA 20181
Comments:	*none*
Delivery Date:	07/15/2010
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Brand Name:	*
Short Name:	Vegetables
Item Description:	Vegetables
Lead Time:	0
Met Specs?	Yes
Attachments:	*none*

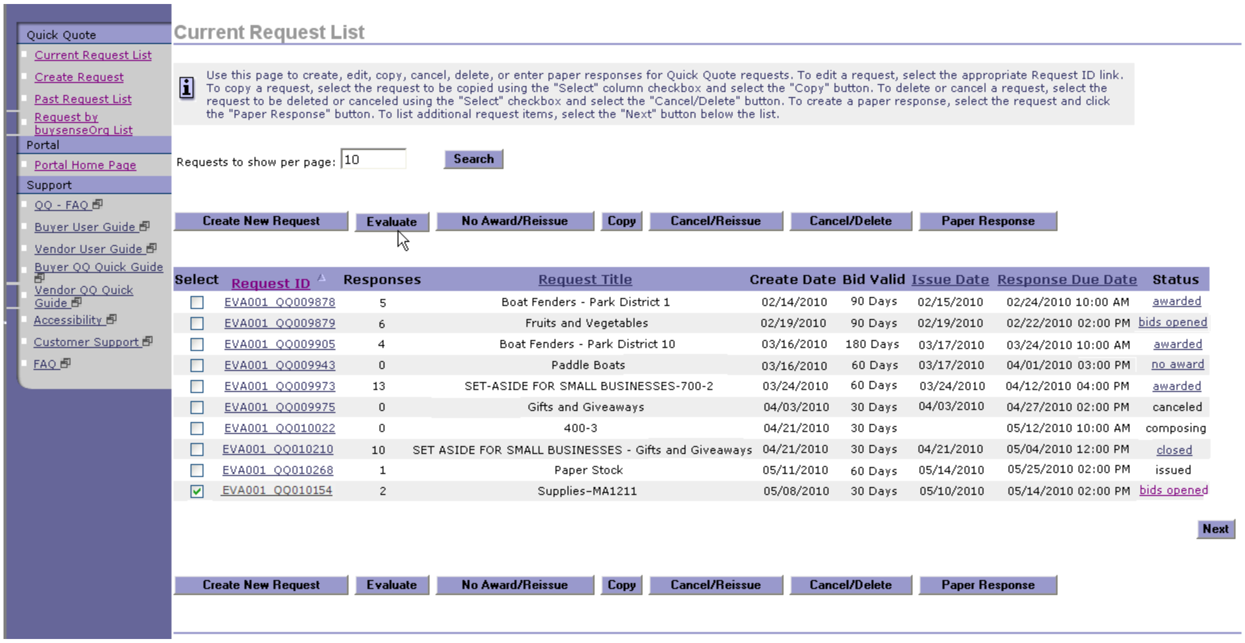
ITEM 2 *NO AWARD*

Item ID:	2
Quantity:	200
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	01030
NIGP Code Description:	Bands, Clips, And Wires (For Pipe Insulation)
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Item Description:	Bands, Clips, and Wires (For Pipe Insulation)

Select or deselect the Publish Bid Tabulation check box to publish or unpublish this page to vendors. (This is the same functionality as the check box on the Evaluate Request page.)

Evaluate Request Page

To view the evaluation history from the Evaluate Request page, select the request from the Current Request List and click **Evaluate**.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Search
Create New Request
Evaluate
No Award/Reissue
Copy
Cancel/Reissue
Cancel/Delete
Paper Response
Next

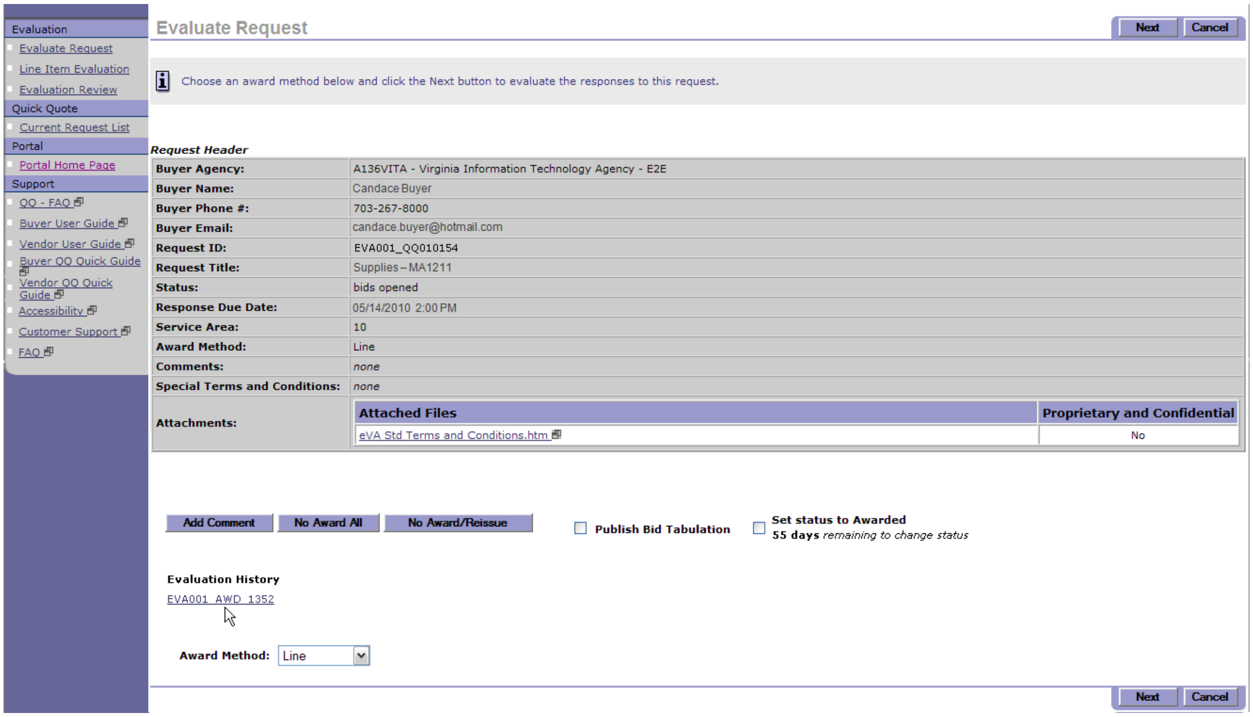
Current Request List

Use this page to create, edit, copy, cancel, delete, or enter paper responses for Quick Quote requests. To edit a request, select the appropriate Request ID link. To copy a request, select the request to be copied using the "Select" column checkbox and select the "Copy" button. To delete or cancel a request, select the request to be deleted or canceled using the "Select" checkbox and select the "Cancel/Delete" button. To create a paper response, select the request and click the "Paper Response" button. To list additional request items, select the "Next" button below the list.

Requests to show per page: 10

Select	Request ID	Responses	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status
☐	EVA001_QQ009878	5	Boat Fenders - Park District 1	02/14/2010	90 Days	02/15/2010	02/24/2010 10:00 AM	awarded
☐	EVA001_QQ009879	6	Fruits and Vegetables	02/19/2010	90 Days	02/19/2010	02/22/2010 02:00 PM	bids opened
☐	EVA001_QQ009905	4	Boat Fenders - Park District 10	03/16/2010	180 Days	03/17/2010	03/24/2010 10:00 AM	awarded
☐	EVA001_QQ009943	0	Paddle Boats	03/16/2010	60 Days	03/17/2010	04/01/2010 03:00 PM	no award
☐	EVA001_QQ009973	13	SET-ASIDE FOR SMALL BUSINESSES-700-2	03/24/2010	60 Days	03/24/2010	04/12/2010 04:00 PM	awarded
☐	EVA001_QQ009975	0	Gifts and Giveaways	04/03/2010	30 Days	04/03/2010	04/27/2010 02:00 PM	canceled
☐	EVA001_QQ010022	0	400-3	04/21/2010	30 Days		05/12/2010 10:00 AM	composing
☐	EVA001_QQ010210	10	SET ASIDE FOR SMALL BUSINESSES - Gifts and Giveaways	04/21/2010	30 Days	04/21/2010	05/04/2010 12:00 PM	closed
☐	EVA001_QQ010268	1	Paper Stock	05/11/2010	60 Days	05/14/2010	05/25/2010 02:00 PM	issued
☑	EVA001_QQ010154	2	Supplies–MA1211	05/08/2010	30 Days	05/10/2010	05/14/2010 02:00 PM	bids opened

Next, click an ID link in the Evaluation History section.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Current Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
No Award/Reissue
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	bids opened
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	**Attached Files**: eVA Std Terms and Conditions.htm **Proprietary and Confidential**: No

☐ **Publish Bid Tabulation**

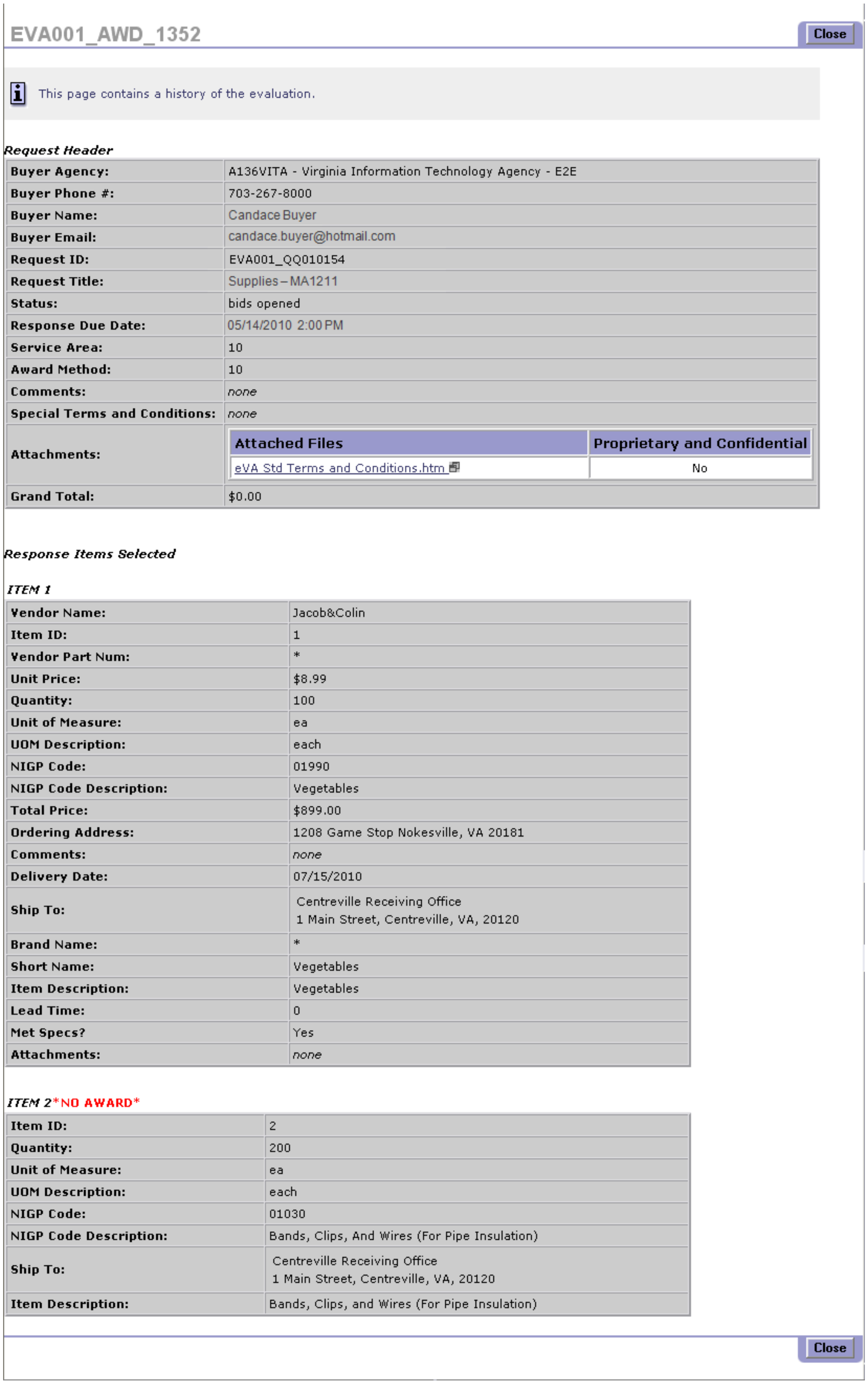
☐ **Set status to Awarded**
55 days *remaining to change status*

Evaluation History

EVA001_AWD_1352

Award Method: Line

The Evaluation History page displays in a new window for the selected award.



EVA001_AWD_1352

This page contains a history of the evaluation.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Phone #:	703-267-8000
Buyer Name:	Candace Buyer
Buyer Email:	candace.buyer@hotmail.com
Request ID:	EVA001_QQ010154
Request Title:	Supplies – MA1211
Status:	bids opened
Response Due Date:	05/14/2010 2:00 PM
Service Area:	10
Award Method:	10
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	**Attached Files**: eVA Std Terms and Conditions.htm **Proprietary and Confidential**: No
Grand Total:	$0.00

Response Items Selected

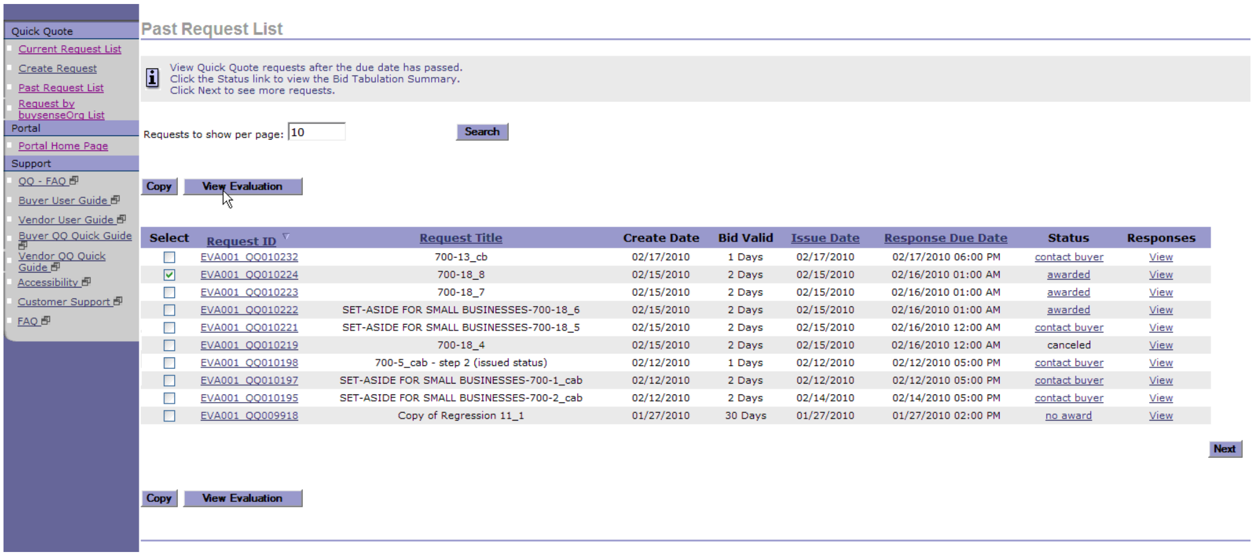
ITEM 1

Vendor Name:	Jacob&Colin
Item ID:	1
Vendor Part Num:	*
Unit Price:	$8.99
Quantity:	100
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	01990
NIGP Code Description:	Vegetables
Total Price:	$899.00
Ordering Address:	1208 Game Stop Nokesville, VA 20181
Comments:	*none*
Delivery Date:	07/15/2010
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Brand Name:	*
Short Name:	Vegetables
Item Description:	Vegetables
Lead Time:	0
Met Specs?	Yes
Attachments:	*none*

ITEM 2 *NO AWARD*

Item ID:	2
Quantity:	200
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	01030
NIGP Code Description:	Bands, Clips, And Wires (For Pipe Insulation)
Ship To:	Centreville Receiving Office 1 Main Street, Centreville, VA, 20120
Item Description:	Bands, Clips, and Wires (For Pipe Insulation)

To view the evaluation history for a past request from the Evaluate Request page, select the request from the Past Request List and click the **View Evaluation** button.


Quick Quote
Current Request List
Create Request
Past Request List
Request by buysenseOrg List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Search
Copy
View Evaluation
Next
Copy
View Evaluation

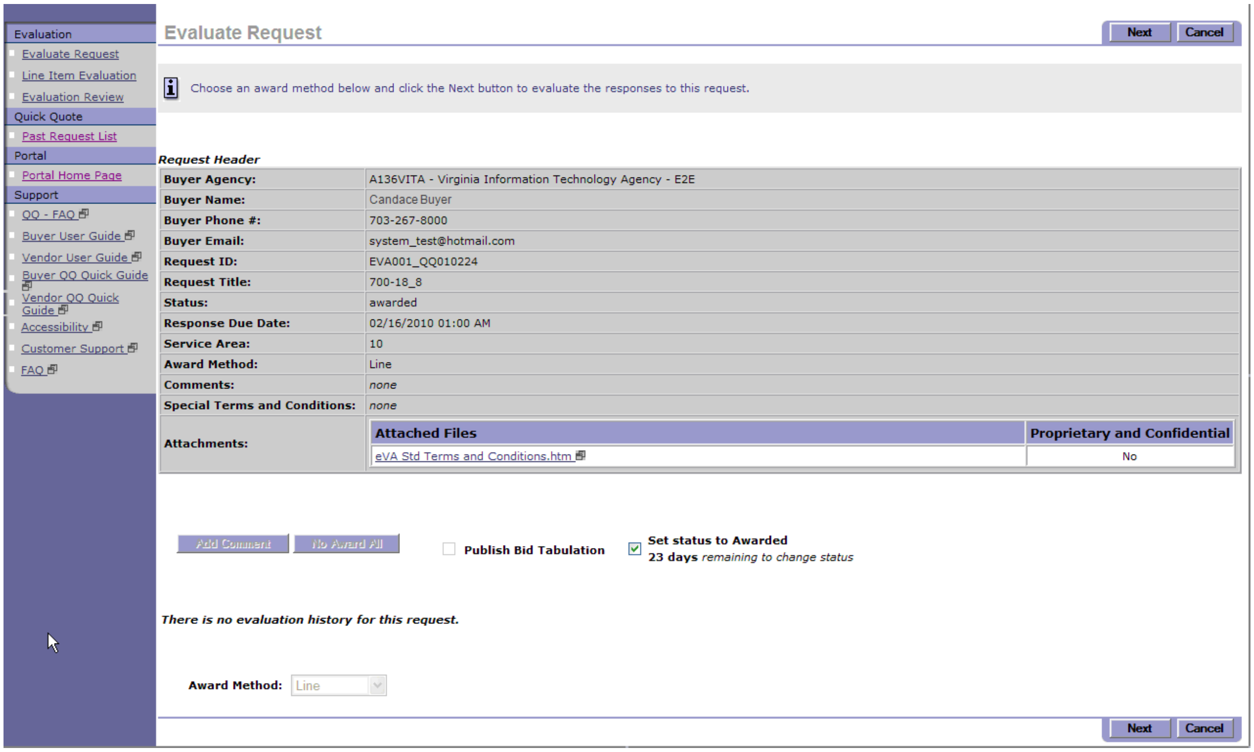
Past Request List

View Quick Quote requests after the due date has passed.
Click the Status link to view the Bid Tabulation Summary.
Click Next to see more requests.

Requests to show per page: 10

Select	Request ID	Request Title	Create Date	Bid Valid	Issue Date	Response Due Date	Status	Responses
☐	EVA001_QQ010232	700-13_cb	02/17/2010	1 Days	02/17/2010	02/17/2010 06:00 PM	contact buyer	View
☑	EVA001_QQ010224	700-18_8	02/15/2010	2 Days	02/15/2010	02/16/2010 01:00 AM	awarded	View
☐	EVA001_QQ010223	700-18_7	02/15/2010	2 Days	02/15/2010	02/16/2010 01:00 AM	awarded	View
☐	EVA001_QQ010222	SET-ASIDE FOR SMALL BUSINESSES-700-18_6	02/15/2010	2 Days	02/15/2010	02/16/2010 01:00 AM	awarded	View
☐	EVA001_QQ010221	SET-ASIDE FOR SMALL BUSINESSES-700-18_5	02/15/2010	2 Days	02/15/2010	02/16/2010 12:00 AM	contact buyer	View
☐	EVA001_QQ010219	700-18_4	02/15/2010	2 Days	02/15/2010	02/16/2010 12:00 AM	canceled	View
☐	EVA001_QQ010198	700-5_cab - step 2 (issued status)	02/12/2010	1 Days	02/12/2010	02/12/2010 05:00 PM	contact buyer	View
☐	EVA001_QQ010197	SET-ASIDE FOR SMALL BUSINESSES-700-1_cab	02/12/2010	2 Days	02/12/2010	02/12/2010 05:00 PM	contact buyer	View
☐	EVA001_QQ010195	SET-ASIDE FOR SMALL BUSINESSES-700-2_cab	02/12/2010	2 Days	02/14/2010	02/14/2010 05:00 PM	contact buyer	View
☐	EVA001_QQ009918	Copy of Regression 11_1	01/27/2010	30 Days	01/27/2010	01/27/2010 02:00 PM	no award	View

The Evaluate Request page is displayed. The only field that is enabled is the Set status to Awarded checkbox. You can manually update the status to *awarded* for up to 30 days past the expiration of the bid valid days by clicking the *Set Status to Awarded* check box.


Evaluation
Evaluate Request
Line Item Evaluation
Evaluation Review
Quick Quote
Past Request List
Portal
Portal Home Page
Support
QQ - FAQ
Buyer User Guide
Vendor User Guide
Buyer QQ Quick Guide
Vendor QQ Quick Guide
Accessibility
Customer Support
FAQ
Next
Cancel
Add Comment
No Award All
Next
Cancel

Evaluate Request

Choose an award method below and click the Next button to evaluate the responses to this request.

Request Header

Buyer Agency:	A136VITA - Virginia Information Technology Agency - E2E
Buyer Name:	Candace Buyer
Buyer Phone #:	703-267-8000
Buyer Email:	system_test@hotmail.com
Request ID:	EVA001_QQ010224
Request Title:	700-18_8
Status:	awarded
Response Due Date:	02/16/2010 01:00 AM
Service Area:	10
Award Method:	Line
Comments:	*none*
Special Terms and Conditions:	*none*
Attachments:	

Attached Files	Proprietary and Confidential
eVA Std Terms and Conditions.htm	No

☐ **Publish Bid Tabulation**

☑ **Set status to Awarded**
23 days *remaining to change status*

There is no evaluation history for this request.

Award Method: Line